

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

January 5, 1946

MEMORANDUM NO. 1141

Non-Discrimination in Employment

President Truman has written to the heads of all departments pointing out that a considerable number of loyal and qualified employees have been refused transfer and reemployment solely because of race and creed. In this connection I should like to call attention to that part of General Departmental Circular No. 34 of April 17, 1944, on "Departmental Personnel Policy," which reads as follows:

"In filling vacant positions the best qualified person available will be chosen, regardless of race, sex, color, creed, political affiliation, personal sponsorship, or other extraneous considerations."

I wish to affirm this statement of personnel policy and to ask that the heads of bureaus and agencies of this Department so conduct their personnel operations as to conform fully with the President's request. A copy of President Truman's message of December 18, 1945, is attached for your guidance.

A handwritten signature in blue ink, which appears to read "C. M. Anderson", is written over the typed name.

Secretary

PERSONNEL

DEPARTMENT OF AGRICULTURE

WASHINGTON



UNITED STATES DEPARTMENT OF AGRICULTURE

Washington, D. C., January 15, 1911.
The Honorable William Brewster, U. S. Fish Commission,
Washington, D. C.
Dear Sir: I have the honor to acknowledge the receipt of your letter of the 10th inst., in relation to the proposed amendment to the Fish and Game Laws, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully,
Very truly yours,
J. B. Thompson, Secretary.

Very truly yours,
J. B. Thompson, Secretary.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

PLEASE RETURN TO
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U. S. D. A.
January 11, 1946

MEMORANDUM NO. 1142

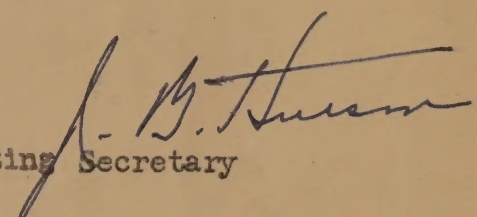
1946 Department and Land-Grant College Committee on Training for
Government Service

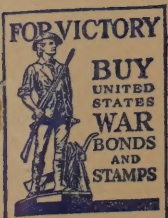
The Committee on Department and Land-Grant College Training for
Government Service for 1946 consists of:

T. Roy Reid, Chairman
Philip V. Cardon
Louise Stanley
Gladys G. Gallup
C. W. Kitchen
Hugh H. Bennett
Lyle F. Watts
C. O. Henderson

The following members were appointed by the Executive Committee
of the Association of Land-Grant Colleges and Universities:

Dr. Charles E. Friley, President, Iowa State College
Dean Fred C. Smith, University of Tennessee
Dean Harry P. Hammond, Pennsylvania State College
Dr. F. M. Hunter, Chancellor, Oregon State College


Acting Secretary



COMMITTEES

DEPARTMENT OF AGRICULTURE

WASHINGTON

January 11, 1914

MEMORANDUM FOR THE

The Department and Land-Grant Colleges Committee on Training for
Government Service

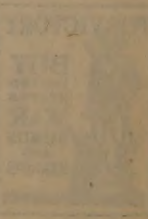
The Committee on Department and Land-Grant College Training for
Government Service for 1914 consists of:

T. M. Smith, Chairman
William V. Brown
James H. Brown
Charles D. Smith
C. W. Johnson
Hugh E. Bennett
John F. Watts
C. E. Johnston

The following reports were reported by the Executive Committee
of the Association of Land-Grant Colleges and Universities:

Dr. Charles E. Smith, President, Iowa State College
Dean Fred C. Smith, University of Tennessee
Dean Harry F. Johnson, Pennsylvania State College
Dr. F. W. Smith, Chancellor, Oregon State College

Respectfully,
John F. Watts





DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

MAR 26 1947

March 24, 1947.

PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

MEMORANDUM NO. 1142, SUPPLEMENT 1

1947 Department and Land-Grant College Committee on Training for
Government Service

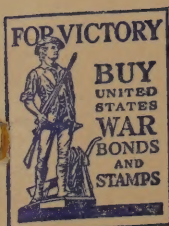
The Committee on Department and Land-Grant College Training for Government Service for 1947 consists of:

T. Roy Reid, Chairman
Lyle F. Watts
Hugh H. Bennett
Philip V. Cardon
Louise Stanley
Gladys G. Gallup
F. F. Elliott
C. O. Henderson

The following members were appointed by the Executive Committee of the Association of Land-Grant Colleges and Universities:

Dr. Charles E. Friley, President, Iowa State College
Dean Fred C. Smith, University of Tennessee
Dean Harry P. Hammond, Pennsylvania State College
Dean Cecil W. Creel, University of Nevada
Dean Lloyd M. Short, University of Minnesota

J. E. Dodd
Under Secretary



COMMITTEES



DEPARTMENT OF AGRICULTURE
WASHINGTON

March 18, 1948.

MEMORANDUM NO. 1142, SUPPLEMENT 2

1948 Department and Land-Grant College Committee on Training for
Government Service

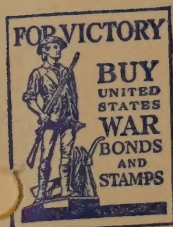
The Committee on Department and Land-Grant College Training for Government Service for 1948 consists of:

T. Roy Reid, Chairman
Lyle F. Watts
Hugh H. Bennett
W. V. Lambert
Louise Stanley
Gladys G. Gallup
F. F. Elliott
C. O. Henderson

The following members were appointed by the Executive Committee of the Association of Land-Grant Colleges and Universities:

Dr. Charles E. Friley, President, Iowa State College
Dean Fred C. Smith, University of Tennessee
Dean Harry P. Hammond, Pennsylvania State College
Dean Cecil W. Creel, University of Nevada
Dean Lloyd M. Short, University of Minnesota
Miss Frances L. Zuill, University of Wisconsin

Secretary



COMMITTEES

Reg. 3546



DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

SEP 7 1948

PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

September 3, 1948.

MEMORANDUM NO. 1142, SUPPLEMENT 3

1948 Department and Land-Grant College Committee on Training for
Government Service

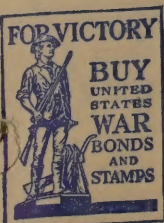
The Committee on Department and Land-Grant College Training for
Government Service for 1948 consists of:

T. Roy Reid, Chairman
Lyle F. Watts
Hugh H. Bennett
P. V. Cardon
Louise Stanley
F. F. Elliott
M. C. Wilson
C. O. Henderson

The following members were appointed by the Executive Committee
of the Association of Land-Grant Colleges and Universities:

Dr. Charles E. Friley, President, Iowa State College
Dean Fred C. Smith, University of Tennessee
Dean Harry P. Hammond, Pennsylvania State College
Dean Cecil W. Creel, University of Nevada
Dr. Lloyd M. Short, University of Minnesota
Miss Frances L. Zuill, University of Wisconsin

Charles F. Branner



COMMITTEES

DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO. 1111, SUPPLEMENT 2

1943 Department and Land-Grant College Committee on Training for
Government Service

The Committee on Department and Land-Grant College Training for
Government Service for 1943 consists of:

T. Roy Reid, Chairman
Lyle F. Watts
Hugh H. Bennett
P. V. Gordon
Louise Stanley
F. F. Elliott
M. C. Wilson
C. O. Henderson

The following members were appointed by the Executive Committee
of the Association of Land-Grant Colleges and Universities:

Dr. Charles E. Willey, President, Iowa State College
Dean Fred C. Smith, University of Tennessee
Dean Harry P. Hammond, Pennsylvania State College
Dean Cecil W. Greel, University of Nevada
Dr. Lloyd W. Short, University of Minnesota
Miss Frances D. Hall, University of Wisconsin

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE

WASHINGTON



March 23, 1951.

1142-Sup. 4

MEMORANDUM NO. 1142-54

1951 Department and Land-Grant College Committee on Training for
Government Service

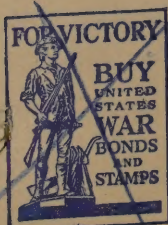
The Committee on Department and Land-Grant College Training for
Government Service for 1951 consists of:

T. Roy Reid, Chairman
P. V. Cardon
F. F. Elliott
Hazel K. Stiebeling
Lyle F. Watts
M. C. Wilson
C. O. Henderson

The following members were appointed by the Executive Committee
of the Association of Land-Grant Colleges and Universities:

Dr. Charles E. Friley, President, Iowa State College
Dr. Fred C. Smith, Vice President, University of Tennessee
Dean Cecil W. Creel, University of Nevada
Dean Harry P. Hammond, Pennsylvania State College
Dr. Lloyd M. Short, University of Minnesota
Miss Frances L. Zuill, University of Wisconsin

Charles F. Brown
Secretary



COMMITTEES

DEPARTMENT OF AGRICULTURE
WASHINGTON

1961 Department and Land-Grant College Service for Government Service

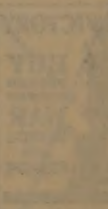
The Committee on Department and Land-Grant College Service for Government Service for 1961 consists of:

W. W. Rouse, Chairman
J. V. Anderson
R. T. Elliott
H. E. Schelling
Lyle F. Watts
J. W. Wilson
D. O. Anderson

The following members were appointed by the Executive Committee of the Association of Land-Grant Colleges and Universities:

Dr. Charles E. Holtz, President, Iowa State College
Dr. Fred C. Holtz, Vice President, University of Wisconsin
Dean Cecil W. Greer, University of Nevada
Dean Harry T. Hanson, Pennsylvania State College
Dr. Lloyd H. Short, University of Minnesota
Miss Frances L. Smith, University of Wisconsin

Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
WASHINGTON



April 4, 1951

MEMORANDUM NO. 1142-¹⁵55

1951 Department and Land-Grant College Committee on Training for
Government Service →

^{2 pages}
The Committee on Department and Land-Grant College Training for
Government Service for 1951 also consists of:

Hugh H. Bennett

H. T. Hutchinson

Assistant Secretary



COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

DEPARTMENT OF AGRICULTURE
WASHINGTON

April 1, 1911

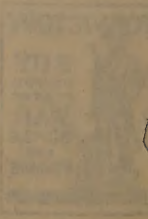
1911 Report on the Land-Grant College System for
Government Service

The Committee on Department and Land-Grant College Training for
Government Service for 1911 also consists of:

Raymond B. Beaman

[Signature]

Assistant Secretary





UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
DEPARTMENT OF AGRICULTURE
WASHINGTON

August 24, 1951

will copy
MEMORANDUM NO. 1142, Supplement 6

1951 Department and Land-Grant College Committee on Training for
Government Service

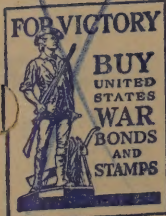
The Committee on Department and Land-Grant College Training for
Government Service for 1951 consists of:

T. Roy Reid, Chairman
Hugh H. Bennett
P. V. Cardon
F. F. Elliott
Hazel K. Stiebeling
Lyle F. Watts
M. C. Wilson
C. O. Henderson

before
The following members were appointed by the Executive Committee
of the Association of Land-Grant Colleges and Universities:

Dr. Charles E. Friley, President, Iowa State College
Dr. Fred C. Smith, Vice President, University of Tennessee
Dean David L. Arm, University of Delaware
Dean Cecil W. Creel, University of Nevada
Dr. Lloyd M. Short, University of Minnesota
Miss Frances L. Zuill, University of Wisconsin

Charles F. Brannon
Secretary



COMMITTEES

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 24, 1931

MEMORANDUM FOR THE SECRETARY

1931 Department and Land-Grant College Committee on Extension
Government Service

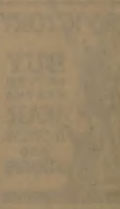
The Committee on Department and Land-Grant College Extension for
Government Service for 1931 consists of:

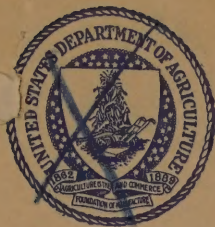
E. Roy Holt, Chairman
John E. Bennett
J. V. Gordon
J. E. Elliott
Harold L. Stedding
Lytle T. White
H. C. Wilson
O. C. Henderson

The following members were appointed by the Executive Committee
of the Association of Land-Grant Colleges and Universities:

Mr. Charles E. Bailey, President, Iowa State College
Mr. Fred C. Smith, Vice President, University of Tennessee
Dean David L. Armstrong, University of Wisconsin
Dean Cecil W. Gray, University of Nevada
Mr. Lloyd H. Short, University of Minnesota
Miss Frances L. Ellis, University of Wisconsin

Respectfully,
Secretary





UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

September 4, 1952

MEMORANDUM NO. 1142, SUPPLEMENT ⁷/₅

Joint Committee of the Department of Agriculture
and Land-Grant Colleges on Training for
Government Service

The Department membership of the Joint Committee on Training for Government Service is revised and now consists of:

P. V. Cardon
F. F. Elliott
John J. Haggerty
C. O. Henderson
Stephen C. Hughes
R. M. Salter
T. Roy Reid, Chairman
Hazel K. Stiebeling
M. C. Wilson

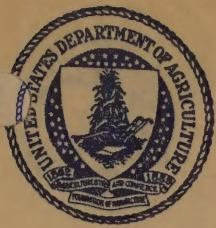
The following are members designated by the Association of Land-Grant Colleges and Universities:

Dean David L. Arm, University of Delaware
President Charles E. Friley, Iowa State College, Chairman
Dr. Lloyd M. Short, University of Minnesota
Vice President Fred C. Smith, University of Tennessee
Miss Frances L. Zuill, University of Wisconsin

Charles F. Brannan
Secretary



COMMITTEES



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

October 10, 1952

MEMORANDUM NO. 1142, SUPPLEMENT 8

Joint Committee of the Department of Agriculture
and Land-Grant Colleges on Training for
Government Service

The Department membership of the Joint Committee on Training for Government Service consists of:

P. V. Cardon - ?
F. F. Elliott
John J. Haggerty
C. O. Henderson
Stephen C. Hughes - ?
R. M. Salter
T. Roy Reid, Chairman
Hazel K. Stiebeling
M. C. Wilson

The following are members designated by the Executive Committee of the Association of Land-Grant Colleges and Universities:

Dean David L. Arm, University of Delaware
Dean H. M. Briggs, University of Wyoming
President Charles E. Friley, Iowa State College, Chairman
Dr. Lloyd M. Short, University of Minnesota
Vice President Fred C. Smith, University of Tennessee
Miss Frances L. Zuill, University of Wisconsin

Charles E. Friley

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



October 10, 1932

MEMORANDUM NO. 112, SUPPLEMENT 8

Joint Committee of the Department of Agriculture
and Land-Grant Colleges on Training for
Government Service

The Department membership of the Joint Committee on Training
for Government Service consists of:

P. V. Gordon
E. F. Elliott
John J. Haggerty
C. O. Henderson
Stephen G. Hughes
R. M. Salter
T. Roy Reid, Chairman
Hazel E. Stadelman
M. C. Wilcox

The following are members designated by the Executive Committee
of the Association of Land-Grant Colleges and Universities:

Dean David L. Armstrong, University of Wisconsin
Dean E. M. Briggs, University of Wyoming
President Charles E. Bailey, Iowa State College, Chairman
Dr. Lloyd E. Short, University of Minnesota
Vice President Fred C. Smith, University of Tennessee
Miss Frances L. Smith, University of Wisconsin

Charles A. Brown



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 21, 1953

MEMORANDUM NO. 1142, Revision 1

Joint Committee of the Department of Agriculture
and Land-Grant Colleges on Training for
Government Service

The Department membership of the Joint Committee on Training for Government Service consists of:

P. V. Cardon
F. F. Elliott
C. O. Henderson
Stephen C. Hughes
T. Roy Reid, Chairman
R. M. Salter
R. H. Walker
Hazel K. Stiebeling
M. C. Wilson

The following are members designated by the Executive Committee of the Association of Land-Grant Colleges and Universities:

Dean C. W. Beese, Purdue University
Dean H. M. Briggs, University of Wyoming
President Charles E. Friley, Iowa State College, Chairman
Dr. Lloyd M. Short, University of Minnesota
Vice President Fred C. Smith, University of Tennessee
Miss Frances L. Zuill, University of Wisconsin

This Committee was established in 1936 to make recommendations to the Secretary and to be transmitted to the Land-Grant Colleges regarding the type of training which students of Land Grant Colleges who are looking toward a career in the Department of Agriculture should have. A large proportion of the scientific and administrative personnel of the Department as well as the bulk of its technical workers come from the Land-Grant Colleges. Committee members representing the Colleges are designated by the Association of Land-Grant Colleges and Universities.

Secretary

COMMITTEES

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 1, 1933

MEMORANDUM FOR THE SECRETARY

Joint Committee of the Department of Agriculture
and Land-Grant Colleges on Training for
Government Service

The Department's membership of the Joint Committee on Training
for Government Service consists of:

H. W. Clegg
F. E. Fritch
G. O. Henderson
William C. Hooper
T. Roy Hall, Chairman
R. E. Lister
A. W. Miller
David E. Whitfield
E. C. Wilson

The following are members designated by the Executive Committee
of the Association of Land-Grant Colleges and Universities:

Dean C. A. Evans, Purdue University
Dean H. J. Bryant, University of Arizona
President Charles E. Smith, Iowa State College
Dr. Lloyd E. Frost, University of Minnesota
Vice President Fred C. Smith, University of Wisconsin
Dean Francis L. Bell, University of Wisconsin

This Committee was established in 1915 to study and recommend
to the Secretary and to the Agricultural Council the
training for service in the Department of Agriculture
and the Land-Grant Colleges. A large number of the
colleges and the Department have agreed to the
recommendations of the Committee. The Department
and the Land-Grant Colleges are now working
to carry out the recommendations of the Committee.
The Department is now working to carry out the
recommendations of the Committee.





DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

JAN 27 1954

MEMORANDUM NO. 1142, Revision 2

Joint Committee of the Department of Agriculture
and Land-Grant Colleges on Training for
Government Service

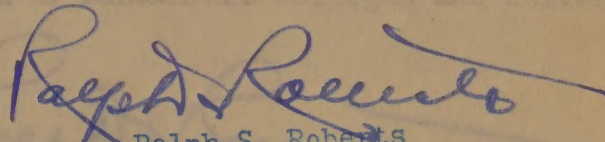
The Department membership of the Joint Committee on Training for Government Service consists of:

F. F. Elliott
C. O. Henderson
Paul V. Kepner
Richard E. McArdle
T. Roy Reid, Chairman
R. M. Salter
Hazel K. Stiebeling
Clayton Whipple

The following are members designated by the Executive Committee of the Association of Land-Grant Colleges and Universities:

Dean C. W. Beese, Purdue University
Dean H. M. Briggs, University of Wyoming
President John T. Caldwell, University of Arkansas
Dr. Lloyd M. Short, University of Minnesota
President Carl R. Woodward, University of Rhode Island, Chairman
Dean Frances L. Zuill, University of Wisconsin

This Committee was established in 1936 to make recommendations to the Secretary and to be transmitted to the Land-Grant Colleges regarding the type of training which students of Land Grant Colleges who are looking toward a career in the Department of Agriculture should have. A large proportion of the scientific and administrative personnel of the Department as well as the bulk of its technical workers come from the Land-Grant Colleges. Committee members representing the Colleges are designated by the Association of Land-Grant Colleges and Universities.


Ralph S. Roberts
Administrative Assistant Secretary

COMMITTEES



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

JAN 27 1934

MEMORANDUM NO. 1112, Revision 2

Joint Committee of the Department of Agriculture
and Land-Grant Colleges on Training for
Government Service

The Department membership of the Joint Committee on Training for Government Service consists of:

F. W. Elliott
C. O. Henderson
Paul V. Reppner
Richard E. Nichols
T. Roy Reis, Chairman
R. M. Salter
Hazel K. Stideling
Clayton Whipple

The following are members designated by the Executive Committee of the Association of Land-Grant Colleges and Universities:

Dean C. W. Beebe, Purdue University
Dean R. M. Briggs, University of Wyoming
President John T. Caldwell, University of Arkansas
Dr. Lloyd E. Short, University of Minnesota
President Carl R. Woodward, University of Rhode Island, Chairman
Dean Frances L. Zull, University of Wisconsin

This Committee was established in 1930 to make recommendations to the Secretary and to be transmitted to the Land-Grant Colleges regarding the type of training which students of Land-Grant Colleges who are looking toward a career in the Department of Agriculture should have. A large proportion of the scientific and administrative personnel of the Department as well as the bulk of its technical workers come from the Land-Grant Colleges. Committee members representing the Colleges are designated by the Association of Land-Grant Colleges and Universities.

Ralph S. Roberts
Ralph S. Roberts
Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

April 23 1954

MEMORANDUM NO. 1142, Revision 3

Joint Committee of the Department of Agriculture
and Land-Grant Colleges on Training for
Government Service

The Department membership of the Joint Committee on Training for Government Service consists of:

F. F. Elliott
C. O. Henderson
Paul V. Kepner, Chairman
Richard E. McArdle
T. Roy Reid
R. M. Salter
Hazel K. Stiebeling
Clayton Whipple

The following are members designated by the Executive Committee of the Association of Land-Grant Colleges and Universities:

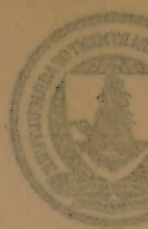
Dean C. W. Beese, Purdue University
Dean H. M. Briggs, University of Wyoming
President John T. Caldwell, University of Arkansas
Dr. Lloyd M. Short, University of Minnesota
President Carl R. Woodward, University of Rhode Island, Chairman
Dean Frances L. Zuill, University of Wisconsin

This Committee was established in 1936 to make recommendations to the Secretary and to be transmitted to the Land-Grant Colleges regarding the type of training which students of Land-Grant Colleges who are looking toward a career in the Department of Agriculture should have. A large proportion of the scientific and administrative personnel of the Department as well as the bulk of its technical workers come from the Land-Grant Colleges. Committee members representing the Colleges are designated by the Association of Land-Grant Colleges and Universities.

Ralph S. Roberts
Administrative Assistant Secretary

*E R Draheim
Office of Personnel*

COMMITTEES



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

April 23, 1936

MEMORANDUM NO. 1112, Revision 3

Joint Committee of the Department of Agriculture
and Land-Grant Colleges on Training for
Government Service

The Department membership of the Joint Committee on Training for Government Service consists of:

- W. R. Elliott
- C. O. Henderson
- Paul V. Hepler, Chairman
- Richard E. Kordale
- T. H. Kordale
- H. M. Satter
- Hazel E. Sideling
- Clayton Whipple

The following are members designated by the Executive Committee of the Association of Land-Grant Colleges and Universities:

- Dean G. W. Beese, Purdue University
- Dean H. M. Briggs, University of Wyoming
- President John T. Caldwell, University of Arkansas
- Dr. Lloyd E. Gantt, University of Minnesota
- President Carl R. Woodward, University of Rhode Island, Chairman
- Dean Frances L. Zwill, University of Wisconsin

This Committee was established in 1936 to make recommendations to the Secretary and to be transmitted to the Land-Grant Colleges regarding the type of training which students of Land-Grant Colleges who are looking toward a career in the Department of Agriculture should have. A large proportion of the scientific and administrative personnel of the Department as well as the bulk of its technical workers come from the Land-Grant Colleges. Committee members representing the Colleges are designated by the Association of Land-Grant Colleges and Universities.

Ralph E. Roberts,
Administrative Assistant Secretary

Handwritten notes at bottom right

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 8 1955

MEMORANDUM NO. 1142, Revision 4

Joint Committee of the Department of Agriculture
and Land-Grant Colleges on Training for
Government Service

The Department membership of the Joint Committee on Training for Government Service consists of:

C. O. Henderson
Paul V. Kepner
Richard E. McArdle
Mac Henry Schafer, Chairman
Hazel K. Stiebeling
Gladwin Young

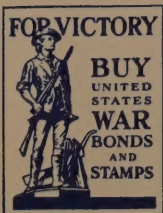
The following are members designated by the Executive Committee of the Association of Land-Grant Colleges and Universities:

Dean H. M. Briggs, University of Wyoming
President John T. Caldwell, University of Arkansas, Chairman
Dean N. W. Dougherty, University of Tennessee
President John W. Headley, South Dakota State College
Dr. Lloyd M. Short, University of Minnesota
President Carl R. Woodward, University of Rhode Island
Dean Frances L. Zuill, University of Wisconsin

This Committee was established in 1936 to make recommendations to the Secretary and to be transmitted to the Land-Grant Colleges regarding the type of training which students of Land-Grant Colleges who are looking toward a career in the Department of Agriculture should have. A large proportion of the scientific and administrative personnel of the Department as well as the bulk of its technical workers come from the Land-Grant Colleges. Committee members representing the Colleges are designated by the Association of Land-Grant Colleges and Universities.

Earl L. Butz

Earl L. Butz
Acting Secretary



COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM FOR THE SECRETARY

Subject: Report of the Committee on the
Education of the Negro

The following is a summary of the report of the Committee on the Education of the Negro, as presented to the Secretary of Agriculture on April 1, 1900.

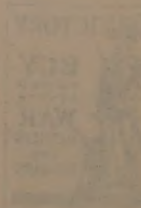
Dr. J. M. McKim
Dr. J. M. McKim
Dr. J. M. McKim
Dr. J. M. McKim
Dr. J. M. McKim
Dr. J. M. McKim
Dr. J. M. McKim
Dr. J. M. McKim
Dr. J. M. McKim
Dr. J. M. McKim

The following are the members of the Committee on the Education of the Negro, as presented to the Secretary of Agriculture on April 1, 1900:

Dr. J. M. McKim, University of Wisconsin
Dr. J. M. McKim, University of Wisconsin
Dr. J. M. McKim, University of Wisconsin
Dr. J. M. McKim, University of Wisconsin
Dr. J. M. McKim, University of Wisconsin
Dr. J. M. McKim, University of Wisconsin
Dr. J. M. McKim, University of Wisconsin
Dr. J. M. McKim, University of Wisconsin
Dr. J. M. McKim, University of Wisconsin
Dr. J. M. McKim, University of Wisconsin

The Committee on the Education of the Negro, as presented to the Secretary of Agriculture on April 1, 1900, has the honor to acknowledge the receipt of the report of the Committee on the Education of the Negro, as presented to the Secretary of Agriculture on April 1, 1900. The Committee on the Education of the Negro, as presented to the Secretary of Agriculture on April 1, 1900, has the honor to acknowledge the receipt of the report of the Committee on the Education of the Negro, as presented to the Secretary of Agriculture on April 1, 1900.

Very truly yours,
J. M. McKim



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 8 1956

MEMORANDUM NO. 1142, Revision 5

Joint Committee of the Department of Agriculture
and Land Grant Colleges on Training for
Government Service

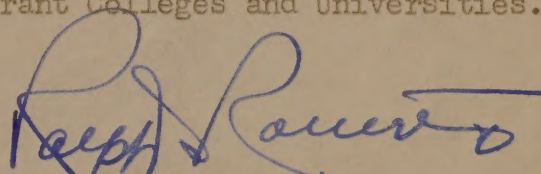
The Department membership of the Joint Committee on Training for Government Service consists of:

C. O. Henderson
Paul V. Kepner
William S. Swingler
Mac Henry Schafer, Chairman
Hazel K. Stiebeling
Gladwin Young

The following are members designated by the Executive Committee of the Association of Land Grant Colleges and Universities:

President R. B. Atwood, Kentucky State College
Dean H. M. Briggs, University of Wyoming
President John T. Caldwell, University of Arkansas, Chairman
Dean N. W. Dougherty, University of Tennessee
President John W. Headley, South Dakota State College
Dr. Lloyd M. Short, University of Minnesota
Dean Frances L. Zuill, University of Wisconsin

This Committee was established in 1936 to make recommendations to the Secretary and to be transmitted to the Land Grant Colleges regarding the type of training which students of Land Grant Colleges who are looking toward a career in the Department of Agriculture should have. A large proportion of the scientific and administrative personnel of the Department as well as the bulk of its technical workers come from the Land Grant Colleges. Committee members representing the Colleges are designated by the Association of Land Grant Colleges and Universities.


Ralph S. Roberts
Administrative Assistant Secretary

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
January 1935

MEMORANDUM FOR THE SECRETARY

Joint Committee of the Department of Agriculture
and Land Grant Colleges on Training for
Government Service

The Department membership of the Joint Committee on Training for
Government Service consists of:

- W. C. Henderson
- W. V. Kerner
- William S. Swingle
- Mac Henry Schaffer, Chairman
- Harold E. Schellinger
- Clarence Young

The following members designated by the Executive Committee of
the Association of Land Grant Colleges and Universities:

- President H. E. Howard, Kentucky State College
- Dean H. L. Stille, University of Wyoming
- President John F. Caldwell, University of Arkansas, Chairman
- Dean W. W. Dougherty, University of Tennessee
- President John W. Newberry, South Dakota State College
- Dr. Lloyd H. Smith, University of Minnesota
- Dean Francis L. Smith, University of Wisconsin

This Committee was established in 1930 to make recommendations to the
Secretary and to be transmitted to the Land Grant Colleges regarding the
type of training which students of Land Grant Colleges who are looking
toward a career in the Department of Agriculture should have. A list
proportion of the scientific and administrative personnel of the Depart-
ment as well as the bulk of the technical workers come from the Land
Grant Colleges. Committee members representing the colleges are
designated by the Association of Land Grant Colleges and Universities.

[Handwritten signature]
W. C. Henderson

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 20 1956

MEMORANDUM NO. 1142, REVISION 6

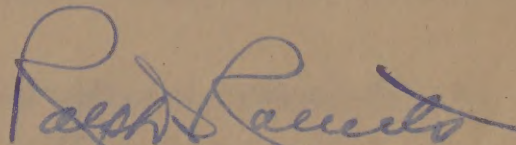
Joint Committee of the Department of Agriculture
and Land Grant Colleges on Training for
Government Service

The Department membership of the Joint Committee on Training for Government Service consists of:

C. O. Henderson
Paul V. Kepner
* Clare Hendee *
Mac Henry Schafer, Chairman
Hazel K. Stiebeling
Gladwin Young

The following are members designated by the Executive Committee of the American Association of Land Grant Colleges and State Universities:

President R. B. Atwood, Kentucky State College
Dean H. M. Briggs, University of Wyoming
President John T. Caldwell, University of Arkansas, Chairman
Dean N. W. Dougherty, University of Tennessee
President John W. Headley, South Dakota State College
Dr. Lloyd M. Short, University of Minnesota
Dean Frances L. Zuill, University of Wisconsin



Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF THE CENSUS
WASHINGTON 25, D. C.

January 1933

OFFICE OF THE DIRECTOR, BUREAU OF THE CENSUS

Joint Committee of the Department of Agriculture
and the Bureau of the Census on Training for
Government Service

The Department membership of the Joint Committee on Training for
Government Service consists of:

- C. C. Henderson
- Paul A. Kerner
- Wm. E. Hendon
- Mr. Henry Schmitt, Chairman
- Harold E. Schelling
- Glenn Young

The following are members designated by the Executive Committee of
the American Association of Land Grant Colleges and State Universities:

- President H. B. Atwood, Kentucky State College
- Dean J. E. Ewing, University of Wyoming
- President John F. Caldwell, University of Arkansas, Chairman
- Dean H. B. Henshaw, University of Tennessee
- President John A. Todd, South Dakota State College
- Dr. Lloyd E. Shaw, University of Minnesota
- Dean Francis A. Miller, University of Wisconsin

Paul A. Kerner
Paul A. Kerner
Assistant Secretary

Req. 3609
FILED
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

PLEASE RETURN TO
SECRETARY'S RECORDS

U. S. D. A.

(Date)

January 22, 1945

MEMORANDUM NO. 1143

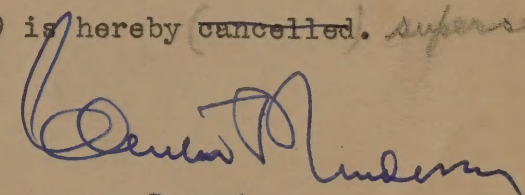
Department Committee on Cooperation with Foreign Agricultural
Officials and Students

The Department Committee on Cooperation with Foreign Agricultural Officials and Students, established on June 21, 1945, by General Departmental Circular No. 69, is hereby reconstituted as follows:

A. Rex Johnson, Office of Foreign Agricultural Relations,
Chairman
H. W. Marston, Agricultural Research Administration
Lawrence Myers, Production and Marketing Administration
M. B. Storer, Bureau of Agricultural Economics
F. P. Frutche, Extension Service
J. E. Wells, Jr., Farm Credit Administration
Ralph H. Allee, Office of Foreign Agricultural Relations
H. Dean Cochran, Forest Service
R. W. Hudgens, Farm Security Administration
H. F. Eisele, Office of Personnel
John W. Asher, Jr., Rural Electrification Administration
William X. Hull, Soil Conservation Service

Each member will be the point of contact in his bureau or office for all requests of foreign nationals for assistance in agricultural matters, and the Committee will be responsible for advising as to appropriate means for cooperating with foreign agricultural officials and students.

General Departmental Circular No. 69 is hereby ~~cancelled~~ *superseded* ?


Secretary

W. A. M.

MEMORANDUM NO. 1113

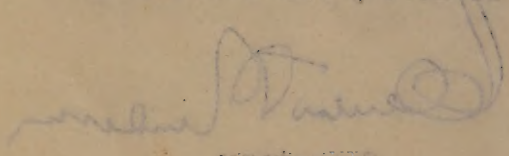
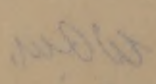
Department Committee on Cooperation with Foreign Agricultural
Officials and Students

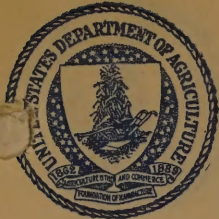
The Department Committee on Cooperation with Foreign Agricultural Officials and Students, established on June 21, 1924, by General Departmental Circular No. 69, is hereby reconstituted as follows:

- A. Rex Johnson, Office of Foreign Agricultural Relations, Chairman
- H. W. Marston, Agricultural Research Administration
- Lawrence Myers, Production and Marketing Administration
- M. B. Storer, Bureau of Agricultural Economics
- F. E. Prudden, Extension Service
- J. E. Wolfe, Jr., Farm Credit Administration
- Ralph H. Allen, Office of Foreign Agricultural Relations
- H. Dean Cochran, Forest Service
- H. W. Ingens, Farm Security Administration
- H. E. Hisele, Office of Personnel
- John W. Fisher, Jr., Rural Electrification Administration
- William A. Hall, Soil Conservation Service

Each member will be the point of contact in his bureau or office for all requests of foreign nationals for assistance in agricultural matters, and the Committee will be responsible for advising as to appropriate means for cooperating with foreign agricultural officials and students.

General Departmental Circular No. 69 is hereby amended.


Secretary




DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

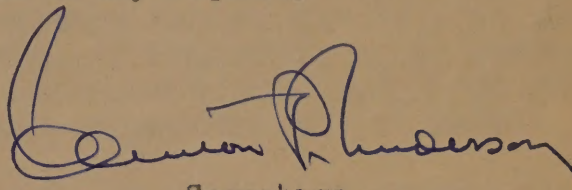
MEMORANDUM NO. 1144

January 25, 1946

Establishment of Office of Government
Representative for Meat Supply

In order to carry out the duties and responsibilities vested in me by Executive Order No. 9685 of January 24, 1946, with reference to possession and operation of certain plants, facilities, and property used in the production, processing, transportation, sale, or distribution of livestock, meat and meat products, and by-products, there is hereby temporarily established within the Department of Agriculture, under the immediate supervision and direction of the Secretary, the Office of Government Representative for Meat Supply.

Mr. Gayle G. Armstrong, heretofore designated as Government Representative, shall, in that capacity, be the head of this Office. Chiefs of bureaus and offices shall make available to the Government Representative such assistance as he may request.


Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



January 2, 1915

Mr. W. A. Rorer

Department of Office of Government
Representative for West Georgia

In order to carry out the duties and responsibilities vested in me by Executive Order No. 989 of January 25, 1915, with reference to the organization and operation of certain bureaus, divisions, and offices, and in the execution, management, and supervision of the business of the Department of Agriculture, I have the honor to acknowledge the receipt of your letter of January 2, 1915, and to inform you that the Department is now in the process of organizing the Bureau of Plant Industry, and that the Bureau of Plant Industry is now in the process of organizing the Bureau of Plant Industry, and that the Bureau of Plant Industry is now in the process of organizing the Bureau of Plant Industry.

Very truly yours,
J. B. Anderson, Assistant Secretary of Agriculture
Chief of Bureau and Officer in Charge of the Bureau of Plant Industry
Representative for West Georgia

[Signature]
J. B. Anderson



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



FILED

PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

MEMORANDUM NO. 1145

January 29, 1946

Departmental Policy in Connection with Investigations

It is a fundamental principle of investigative work that the personnel utilized in making investigations should be strictly impartial and disinterested. The Comptroller General has pointed out that in order that there may be no trace of bias, it is desirable that investigations be made by persons not affiliated in any way with the office or person under scrutiny.

In order that this principle may be uniformly followed throughout the Department, it is directed that all persons assigned to make investigations be sufficiently removed from the specific program, activity, organization, or individual, under investigation to assure independence and objectivity in obtaining the facts upon which administrative conclusions will be based.

This policy does not contemplate the creation of additional investigational units within the bureaus or the expansion of existing units, nor does it change the present instructions regarding the utilization of units organized specifically for investigative work within the Department. Rather it is intended to call attention to a basic principle to be followed by administrative officers in the selection of personnel to conduct investigations of alleged misconduct on the part of employees, irregular or questionable practices in fiscal or program operations, or other comparable matters.

Secretary

ORGANIZATION /

January 20, 1946

MEMORANDUM NO. 1115

Department Policy in Connection with
Investigations

It is a fundamental principle of investigative work that the personnel utilized in making investigations should be strictly impartial and disinterested. The Comptroller General has pointed out that in order that there may be no trace of bias, it is desirable that investigations be made by persons not affiliated in any way with the office or person under scrutiny.

In order that this principle may be uniformly followed throughout the Department, it is directed that all persons assigned to make investigations be suitably removed from the specific program, activity, organization, or individual under investigation to assure independence and objectivity in carrying out the facts upon which administrative conclusions will be based.

This policy does not contemplate the creation of additional investigative units within the Bureau or the expansion of existing units, nor does it change the present instructions regarding the utilization of units assigned specifically for investigative work within the Department. Rather it is intended to call attention to a basic principle to be followed by administrative officers in the selection of personnel to conduct investigations or alleged misconduct on the part of employees, irregular or questionable practices in fiscal or program operations, or other matters.

Secretary



FILED

DEPARTMENT OF AGRICULTURE

WASHINGTON

MAY 21 1946

PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

May 16, 1946

MEMORANDUM NO. 1145 SUPPLEMENT 1

Necessity for Prompt Handling of Investigations Involving
Fiscal Irregularities

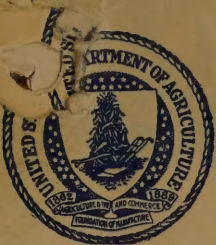
The purpose of this memorandum is to stress the importance of prompt consideration, by the bureaus and staff offices involved, of investigation reports involving fiscal irregularities. Final payment of salary and other amounts due employees are sometimes delayed far too long pending determination of fiscal liability. In consequence, injustices to employees result, particularly in those cases where the fiscal liability is negligible in comparison to the amounts due them from the Government.

Department Regulation 2913 requires a report of fiscal liability to the Director of Finance within 30 days after completion of an investigation. This schedule should be adhered to in order that the Department may take prompt action in the disposition of such cases.

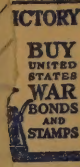
N. E. Dodd

Under Secretary

ORGANIZATION /



DEPARTMENT OF AGRICULTURE
WASHINGTON



PLEASE FOR
SECURITY'S RE
U.S.D.A.

February 7, 1946

MEMORANDUM NO. 1146

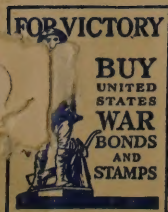
Committee on Honor Awards for Employees of the Department

The Committee on Honor Awards for Employees of the Department established by General Departmental Circular No. 11, September 16, 1943, is revised and the membership of the Committee is as follows:

W. A. Minor, Chairman
P. V. Cardon
Carl Hamilton
W. A. Jump
T. Roy Reid
Louise Stanley
H. R. Tolley
Lyle F. Watts
R. L. Webster
M. L. Wilson

The Committee will consider plans for putting into effect a proposal for making awards to employees of the Department for (1) distinguished service, (2) meritorious service, and (3) length of service.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

February 1, 1944

MEMORANDUM FOR THE SECRETARY

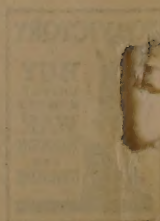
Committee on Honor Awards for Employees of the Department

The Committee on Honor Awards for Employees of the Department established by General Departmental Circular No. 11, September 15, 1943, as revised and the membership of the Committee is as follows:

W. A. Minor, Chairman
P. V. Gordon
Carl Hamilton
W. A. Jupp
T. Roy Hais
Louise Stanley
H. H. Tolley
Lyle P. Harris
H. L. Webster
M. J. Wilson

The Committee will consider plans for putting into effect a proposal for making awards to employees of the Department for (1) distinguished service, (2) meritorious service, and (3) length of service.

Secretary





DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



MEMORANDUM NO. 1147

February 7, 1946

To All Employees of the Department:

Laws of General Applicability Which
Carry a Penalty of Dismissal from Office

A review of disciplinary cases arising within the Department indicates that employees may not be fully acquainted with the laws which require that persons who violate them be dismissed from Government service. For example, instances have occurred in recent months in which it was necessary, under the law, to discharge employees for using Government passenger vehicles for private purposes.

For the information of all employees, there is given below a list of the principal laws under which dismissal from office is mandatory in the event of violation, together with references to applicable Department regulations or instructions. The Department has no discretion in the event any of these laws is violated, but must remove the employee concerned, regardless of the circumstances. Besides requiring dismissal from office, some of the laws impose heavy fines and imprisonment. The list includes only those statutes which are generally applicable to all employees. In addition, the Department Regulations contain other provisions the violation of which requires the imposition of severe penalties.

1. Using or authorizing the use of Government-owned or leased passenger-carrying vehicles for other than official purposes. (Use of motor vehicles in emergencies threatening loss of life or property is regarded as an official purpose.) Section 202 (b), Independent Offices Appropriation Act, 1946, Public Law 49, 79th Congress; Department Regulation 1831.

2. Engaging in prohibited political activity. (General prohibitions include, but are not limited to, taking active part in political management or campaigns; using official authority to interfere with or affect the results of an election; soliciting, receiving, or transmitting contributions for political purposes; and being a candidate for, or holding public office.) 18 U. S. Code 61h (Hatch Political Activities Act); Department Regulation 1542; Personnel Circular 84.

PERSONNEL 3

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

February 1, 1931

MEMORANDUM NO. 1217

To all employees of the Department:

Law of General Policy, which
Carry a Penalty of Dismissal from Office

A review of disciplinary cases arising within the Department indicates that employees are not being fully acquainted with the laws which regulate their persons who violate them be dismissed from government service. For example, instances have occurred in recent months in which it was necessary, under the law, to discharge employees for using government passenger vehicles for private purposes.

For the information of all employees, there is given below a list of the principal laws under which dismissal from office is a penalty in the event of violation, together with references to applicable Department Regulations or Instructions. The Department has no objection in the event any of these laws is violated, but must reserve the right to be concerned, regardless of the circumstances. Besides requiring dismissal from office, some of the laws impose heavy fines and imprisonment. The list includes only those statutes which are generally applicable to all employees. In addition, the Department Regulations contain other provisions the violation of which requires the imposition of severe penalties.

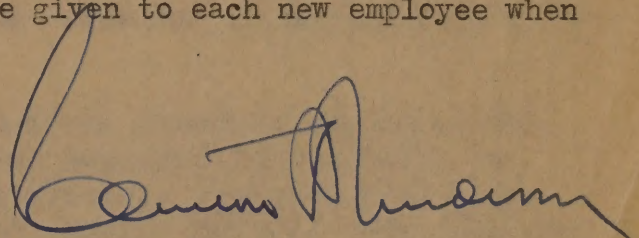
1. Using or authorizing the use of Government-owned or leased passenger-carrying vehicles for other than official purposes. (Use of motor vehicles in emergencies threatening loss of life or property is regarded as an official purpose.) Section 302 (c), Independent Offices Appropriation Act, 1902, Public Law 27, 75th Congress; Department Regulation 1031.

2. Engaging in prohibited political activities. (General prohibitions include, but are not limited to, taking active part in political management or campaign; using official authority to influence with or affect the results of an election; soliciting, receiving, or transmitting contributions for political purposes; and being a candidate for, or holding, public office.) Section 302 (d), Independent Offices Appropriation Act, 1902, Public Law 27, 75th Congress; Department Regulation 1031.

3. Membership in a political party or organization which advocates the overthrow of our constitutional form of government in the United States. 18 U. S. Code 61i (Hatch Political Activities Act); Section 5, Department of Agriculture Appropriation Act, 1946, Public Law 52, 79th Congress; Personnel Circular 65.
4. Soliciting contributions for or making donations for a gift to an official superior, or accepting such a gift. 5 U. S. Code 113; Department Regulation 1543.
5. Concealing, removing, mutilating, obliterating, falsifying, or destroying Government records. 18 U. S. Code 234 and 235; Department Regulations 4211.
6. Using Government funds or time to influence Members of Congress to favor or oppose legislation. 18 U. S. Code 201; Department Regulation 1423.
7. Asking for, accepting, or receiving a bribe. 18 U. S. Code 207; Department Regulation 1541.
8. Expending funds or incurring obligations in excess of appropriations or authorizations; accepting voluntary service for the Government or employing personnel in excess of that authorized by law, except in emergencies involving the loss of human life or the destruction of property. 31 U. S. Code 665; Department Regulations 2114 and 3133.

All employees are urged to observe these prohibitions carefully. If after reading this Memorandum you have any questions, discuss them with your immediate supervisor or with your personnel officer.

A copy of this Memorandum is to be given to each new employee when he reports for duty.



Secretary

3. Membership in a political party or organization which advocates the overthrow of our constitutional form of government in the United States. 18 U. S. Code 238 (Hatch Political Activities Act); Section 2, Department of Agriculture Appropriation Act, 1946; Public Law 52, 79th Congress; Personnel Circular 65.
 4. Soliciting contributions for or making donations for a gift to an official superior, or accepting such a gift. 18 U. S. Code 238; Department Regulation 1543.
 5. Concealing, removing, mutilating, falsifying, or destroying Government records. 18 U. S. Code 238 and 239; Department Regulations 2311 and 2312.
 6. Using Government funds or time to influence Members of Congress to favor or oppose legislation. 18 U. S. Code 201; Department Regulation 1543.
 7. Asking for, accepting, or receiving a bribe. 18 U. S. Code 201; Department Regulation 1541.
 8. Expending funds or incurring obligations in excess of appropriations or authorizations; accepting voluntary service for the Government or employing personnel in excess of that authorized by law, except in emergencies involving the loss of human life or the destruction of property. 31 U. S. Code 665; Department Regulations 2116 and 3133.
- All employees are urged to observe these prohibitions carefully. If after reading this Memorandum you have any questions, discuss them with your immediate supervisor or with your personnel officer.
- A copy of this Memorandum is to be given to each new employee when he reports for duty.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 16, 1947.

MEMORANDUM NO. 1147, REVISION 1

Laws of General Applicability Which
Carry a Penalty of Dismissal from Office

FILED
JAN 27 1947
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

(This Memorandum has been revised to incorporate in the list of laws requiring dismissal in the event of violation reference to Public Law 422, 79th Congress, relating to strikes against the Government, and to revise the reference to using or authorizing the use of Government-owned or leased passenger motor-vehicles for other than official purposes.)

A review of disciplinary cases arising within the Department indicates that employees may not be fully acquainted with the laws which require that persons who violate them be dismissed from Government service.

For the information of all employees, there is given below a list of the principal laws under which dismissal from office is mandatory in the event of violation, together with references to applicable Department regulations or instructions. The Department has no discretion in the event any of these laws is violated, but must remove the employee concerned, regardless of the circumstances. Besides requiring dismissal from office, some of the laws impose heavy fines and imprisonment. The list includes only those statutes which are generally applicable to all employees. In addition, the Department Regulations contain other provisions the violation of which requires the imposition of severe penalties.

1. Engaging in a strike against the Government or membership in an organization of Government employees that asserts the right to strike against the Government. Department of Agriculture Appropriation Act, 1947, Public Law 422, 79th Congress; *Personnel Circular 65.*
2. Engaging in prohibited political activity. (General prohibitions include, but are not limited to, taking active part in political management or campaigns; using official authority to interfere with or affect the results of an election; soliciting, receiving, or transmitting contributions for political

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

January 14, 1947

MEMORANDUM NO. 1147, REVISION 1

Law of General Applicability
Carry a Penalty of Imprisonment from 1 to 5

(This Memorandum has been revised to incorporate in the list of laws regarding violations in the event of violations referred to Public Law 452, 75th Congress, relating to strikes against the Government, and to revise the reference to striking or authorizing the use of Government-owned or leased passenger motor-vehicles for other than official purposes.)

A review of existing laws within the Department indicates that provisions may not be fully coordinated with the law which provides that persons who violate laws administered from Government agencies.

For the information of all employees, there is given below a list of the principal laws under which violations from office is prohibited in the event of violation, together with reference to applicable Department regulations or instructions. The Department has no intention in the event any of these laws is violated, but must remove the employee concerned, regardless of the circumstances. Further regulations are issued from time to time, some of the laws impose heavy fines and imprisonment. The list includes only those statutes which are currently applicable to all employees. In addition, the Department has issued certain other provisions the violation of which requires the imposition of severe penalties.

1. Engaging in a strike against the Government or membership in an organization of Government employees that assists the right to strike against the Government. Department of Agriculture Appropriation Act, 1946, Public Law 452, 75th Congress.
2. Engaging in prohibited political activity. General provisions include, but are not limited to, taking active part in political management or campaign; using official position to interfere with or affect the results of an election; soliciting, receiving, or transmitting contributions for political

purposes; and being a candidate for, or holding public office.) 18 U. S. Code 61h (Hatch Political Activities Act); Department Regulation 1542; Personnel Circular 84.

3. Membership in a political party or organization which advocates the overthrow of our constitutional form of government in the United States by force or violence. 18 U. S. Code 61i (Hatch Political Activities Act); Section 5, Department of Agriculture Appropriation Act, 1947, Public Law 422, 79th Congress; Personnel Circular 65.

4. Soliciting contributions for or making donations for a gift to an official superior, or accepting such a gift. 5 U. S. Code 113; Department Regulation 1543.

5. Concealing, removing, mutilating, obliterating, falsifying, or destroying Government records. 18 U. S. Code 234 and 235; Department Regulation 4211.

6. Using Government funds or time to influence Members of Congress to favor or oppose legislation. 18 U. S. Code 201; Department Regulation 1423.

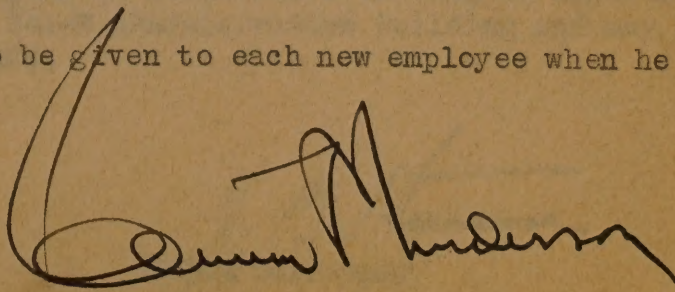
7. Asking for, accepting, or receiving a bribe. 18 U. S. Code 207; Department Regulation 1541.

8. Expending funds or incurring obligations in excess of appropriations or authorizations; accepting voluntary service for the Government or employing personnel in excess of that authorized by law, except in emergencies involving the loss of human life or the destruction of property. 31 U. S. Code 665; Department Regulations 2114 and 3133.

Attention should also be called to Public Law 600, 79th Congress, which provides that any officer or employee of the Department who willfully uses or authorizes the use of any Government-owned or leased passenger motor vehicle or aircraft for other than official purposes shall be suspended from duty by the Secretary, without compensation, for not less than one month, and shall be suspended for a longer period or removed from office if circumstances warrant. (Department Regulation 1831.)

All employees are urged to observe these prohibitions carefully. If after reading this Memorandum you have any questions, discuss them with your immediate supervisor or with your personnel officer.

A copy of this Memorandum is to be given to each new employee when he reports for duty.



Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

February 15, 1946

MEMORANDUM NO. 1148

Pooling of Employees' Transportation Facilities

Familiar practices during the war were the "Share-Your-Car" and automobile pooling programs made necessary by shortages of tires and gasoline and initiated to aid in the transportation of employees to and from the Department. The success of these programs was due to the fine cooperative spirit exhibited by all employees and resulted in not only necessary wartime conservation practices but materially assisted a large number of people to travel back and forth from their homes and offices.

The war is over, but some wartime practices such as these programs can be profitably continued in peacetime. The return of the decentralized agencies has increased the population in our buildings, and the number of official parking spaces available for assignment is relatively small.

It is urged, therefore, that bureau officials responsible for the allocation of Department parking spaces continue policies which encourage these programs and assign spaces on the basis of the following criteria:

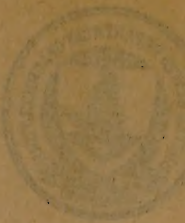
1. To those employees who must regularly use their private automobiles for official trips about the city in connection with their work for the Department.
2. To those employees who rotate their driving with at least two other persons in this Department or other Federal agencies.
3. To physically disabled employees who drive to and from the Department.
4. To employees who must drive to work every day because they live in isolated areas far removed from other means of transportation.

The Office of Personnel will likewise continue to operate its central clearing-house office for all types of cooperative driving arrangements. This office is located in Room 343-W Administration Building and may be reached on Extension 3105 or 3106.

J. B. Stinson
Acting Secretary

TRANSPORTATION

DEPARTMENT OF AGRICULTURE
WASHINGTON



February 1, 1944

MEMORANDUM NO. 1148

Position of Employees' Transportation Facilities

Familiar practices during the war were the "Share-Your-Car" and "Share-Your-Office" programs. These programs were necessary by law, laws of time and space, and initiated to aid in the transportation of employees to and from the Department. The success of these programs was due to the fact that the time which was not utilized by all employees and resulted in not only necessary working transportation facilities but materially assisted a large number of people to travel back and forth from their homes and offices.

The war is over, but some wartime practices such as those programs are still profitable continued in peacetime. The return of the decentralized agencies has increased the population in our buildings and the number of official working spaces available for assignment is relatively small.

It is urged, therefore, that Bureau officials responsible for the allocation of Department working spaces continue policies which encourage these programs and assign spaces on the basis of the following criteria:

1. To those employees who must regularly use their private automobiles for official trips about the city in connection with their work for the Department.
2. To those employees who rotate their driving with at least two other persons in this Department or other Federal agencies.
3. To physically disabled employees who drive to and from the Department.
4. To employees who must drive to work every day because they live in isolated areas far removed from other means of transportation.

The Office of Personnel will likewise continue to operate its central clerical-house office for all types of cooperative driving arrangements. This office is located in Room 343-Administration Building and may be reached on Extension 3106 or 3106.

Respectfully,
Assistant Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



February 25, 1946

MEMORANDUM NO. 1149

TO HEADS OF ADMINISTRATIONS, BUREAUS AND OFFICES

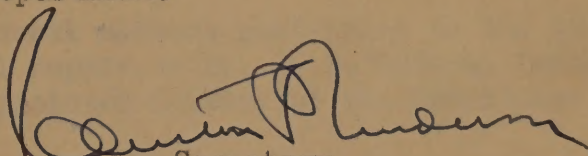
Recruitment of Personnel

FILE
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

Instances have been called to my attention where members of the Department have endeavored to obtain personnel from other Government agencies by offers of increased grade or other inducements.

It is the general policy of the Department to transfer and promote to vacancies persons already employed in the Department provided their personal qualifications, training, and experience are at least equal to those of applicants from other sources. The Department, of course, should get the best qualified people available to fill its positions regardless of the sources from which they come. If they are found in other Government agencies, however, it is my wish that no offer of appointment be made unless permission has been obtained from the appropriate supervisory officials of the agency in which the candidates are employed.

This policy does not preclude discussing positions that are open with prospective appointees provided they initiate the discussion, they are available for transfer, their present appointment is ending, or consent has been obtained from their immediate superiors to discuss transfer to this Department.


Secretary

PERSONNEL 14

February 27, 1942

MEMORANDUM NO. 1119

TO: MR. T. A. C. ...

SUBJECT: ...

Business have been called to my attention where members of the
organization have expressed an opinion regarding their own
ment, either by direct or indirect means of other individuals.
It is the policy of the Department to preserve and promote
to persons persons already employed in the Department to
their personal satisfaction, and to the Department and to
be equal to those of a person from other sources. The Department
of course, should be the best qualified person available
fill its positions as a part of the program which has been
if they are found in other government agencies, however, it is
should be effort of appointment be made unless possible in
been obtained from the appropriate executive officials of the
which the candidates are eligible.
This policy does not preclude discussing positions that are open
with prospective applicants and they indicate the discussion
they are available for transfer, their present position is known
on contract has been obtained from their present position to
discuss transfer to this Department.

[Signature]
Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



FILED
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

February 26, 1946

Memorandum No. 1150

Department Committee on Home Gardening

There is hereby established a Departmental Committee on Home Gardening which will aid in stimulating and coordinating activities of the various agencies affecting the supply of foodstuffs produced in home gardens, both urban and rural, or conserved from such gardens and from seasonal surpluses.

During the war period, home gardens made a definite contribution to our national food supply and aided materially in improving the quality of the family diet. In the immediate future we face the need for stretching our food supplies to make available as much food as possible for the millions abroad suffering from malnutrition and starvation. As a long range program, home gardens can contribute much toward improving the standard of our diet and, at the same time, provide beneficial diversion.

The Committee will urge the production and conservation of foodstuffs from home gardens and seasonal surpluses that will help to replace other foods needed for shipment abroad. In carrying out its responsibilities, the Committee will maintain liaison with other agencies and will work with and through agencies functioning in the food production and conservation fields to the end that the program may effectively supplement our food requirements. The Committee shall also consider and make recommendations for a long-time program which will include improvement of home surroundings and communities both urban and rural.

On general policy and procedural matters pertaining to the work of the Committee, the Chairman will report to Mr. J. B. Hutson, Under Secretary. The following persons are appointed members of the Committee:

Paul C. Stark, Director, Food Distribution Programs Branch,
P&MA, Chairman
H. W. Hochbaum, Chief, Division of Field Coordination,
Extension Service, Vice-Chairman
M. L. Wilson, Director, Extension Service
E. A. Meyer, Director, Fruit and Vegetable Branch, P&MA
P. N. Annand, Chief, Bureau of Entomology and Plant Quarantine
D. B. Lasseter, Administrator, Farm Security Administration

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

Memorandum No. 1150

Department Committee on Food Conservation

There is hereby established a Departmental Committee on Food Conservation, which shall aid in attaining and coordinating activities of the various agencies affecting the supply of foodstuffs and in conserving them, both within the rural and urban areas and from seasonal surpluses.

During the first period, the committee shall make a de facto contribution to our nation's food supply and also materially in improving the quality of the family diet. In the immediate future we have the need for strengthening our food supplies to meet existing and future needs for the all-time food and fiber production and distribution. In the long-range program, the committee can contribute much toward the security of our food and, at the same time, toward the betterment of our nation.

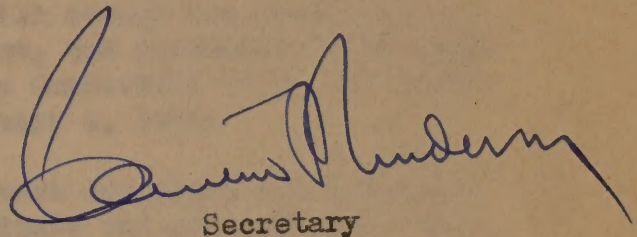
The Committee will urge the production and conservation of foodstuffs from home gardens and personal supplies that will help to reduce our needs for shipment abroad. In carrying out its responsibilities, the Committee will maintain liaison with other agencies and will work with the other agencies functioning in the food conservation and conservation fields to the end that the program be effectively executed. The Committee shall also coordinate the conservation and food conservation work with other agencies and shall maintain liaison with the various agencies and shall maintain liaison with the various agencies and shall maintain liaison with the various agencies.

On general policy and procedural matters pertaining to the work of the Committee, the Chairman will report to the Secretary, United States Department of Agriculture, and the following persons are appointed members of the Committee:

- Paul C. Erwin, Director, Food Administration, Department of Agriculture
- H. H. Hochstetler, Chief, Division of Food Conservation, Department of Agriculture
- M. L. Wilson, Director, Extension Service, Department of Agriculture
- E. A. Tamm, Director, Federal Bureau of Investigation, Department of Justice
- E. A. Tamm, Director, Bureau of Investigation, Department of Justice
- E. A. Tamm, Director, Bureau of Investigation, Department of Justice

N. E. Dodd, Director, Field Service Branch, P&MA
D. A. FitzGerald, Director, Office of Requirements and
Allocations, P&MA
Hazel K. Steibling, Chief, Bureau of Human Nutrition and
Home Economics
R. M. Salter, Chief, Bureau of Plant Industry, Soils and
Agricultural Engineering
E. G. Moore, Coordinator, Research Publications, ARA
Keith Himebaugh, Director of Information
J. B. Hasselman, Director, Information Service, P&MA

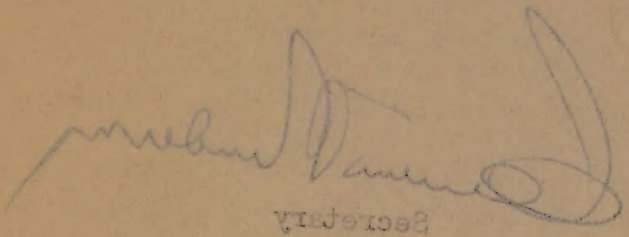
All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions of this Memorandum.



Secretary

All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions of this memorandum.

J. B. Hasselman, Director, Information Service, P&MA
Keith Hinebaugh, Director of Information
E. G. Moore, Coordinator, Research Publications, IMA
R. M. Salter, Chief, Bureau of Plant Industry, Soils and Home Economics
Hazel K. Stebbins, Chief, Bureau of Human Nutrition and Allocations, P&MA
D. A. Fitzgerald, Director, Office of Requirements and W. E. Dobb, Director, Field Service Branch, P&MA


Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



March 1, 1946

MEMORANDUM NO. 1151

Recruitment, Examination, and Placement
Under Executive Order 9691, dated February 4, 1946

The Department of Agriculture will accept the responsibilities for recruitment, examination, and placement to be delegated to it by the Civil Service Commission under the terms of Executive Order 9691 of February 4, 1946.

The Director of Personnel will work out plans and procedure with the bureaus and will coordinate and give general supervision and direction of the work involved.

A large, stylized handwritten signature in blue ink, likely belonging to the Secretary, is positioned above the title.

Secretary

PERSONNEL 10



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



March 1, 1946

MEMORANDUM NO. 1131

Recruitment, Examination, and Placement
Under Executive Order 9801, dated February 4, 1946

The Department of Agriculture will accept the responsibilities for recruitment, examination, and placement to be delegated to it by the Civil Service Commission under the terms of Executive Order 9801 of February 4, 1946.

The Director of Personnel will work out plans and procedures with the Bureau and will coordinate and give general supervision and direction of the work involved.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

March 11, 1946

MEMORANDUM NO. 1152

Routing of Certain Classes of Claims Directly From
Bureaus to General Accounting Office

SECRETARY'S RECORDS

In order to further decentralize operating procedures and expedite S. D. A. the transaction of departmental business, the procedure established in Secretary's Memorandum No. 958, dated December 12, 1941, and as set forth in Department Regulation 3111, with respect to the routing of claims involving checks is hereby extended to include certain other classes of claims requiring settlement by the General Accounting Office.

Accordingly, the following classes of claims will be submitted by the bureaus directly to the Claims Division, General Accounting Office, for settlement without clearing through the Office of Budget and Finance:

- a. Claims involving undelivered, lost, or cancelled checks, or checks drawn to deceased persons or to wrong persons, or drawn in wrong amounts.
- b. Claims based on duplicate invoices or vouchers.
- c. Claims for amounts due deceased or legally incompetent employees and individual contractors or other public creditors who are deceased or legally incompetent.
- d. Claims of bankrupt creditors.
- e. Claims involving vouchers which the General Accounting Office has requested for set-off purposes.
- f. Claims for amounts deposited into the Miscellaneous Receipts account and payable from "Refund of Moneys Erroneously Received and Covered."
- g. Claims for indemnity payments for diseased animals destroyed.
- h. Claims involving lapsed appropriations. (The Office of Budget and Finance will advise with the bureaus as to the funds available in the respective appropriation accounts in order that bureaus may make proper certification.)

CLAIMS

DEPARTMENT OF AGRICULTURE
WASHINGTON



March 11, 1948

MEMORANDUM NO. 1152

Routing of Certain Classes of Claims Directly from
Bureau to General Accounting Office

In order to further decentralize operating procedures and expedite the transaction of departmental business, the procedure established in Secretary's Memorandum No. 958, dated December 12, 1941, and as set forth in Department Regulation 1111, which respect to the routing of claims involving checks is hereby extended to include certain other classes of claims requiring settlement by the General Accounting Office.

Accordingly, the following classes of claims will be submitted by the Bureau directly to the Claims Division, General Accounting Office, for settlement without clearing through the Office of Budget and Finance:

- a. Claims involving undelivered, lost, or cancelled checks, or checks drawn to deceased persons or to wrong persons, or drawn in wrong amounts.
- b. Claims based on duplicate invoices or vouchers.
- c. Claims for amounts due deceased or legally incompetent employees and individual contractors or other public creditors who are deceased or legally incompetent.
- d. Claims of bankrupt creditors.
- e. Claims involving vouchers which the General Accounting Office has requested for set-off purposes.
- f. Claims for amounts deposited into the Miscellaneous Receipts account and payable from "Refund of Money Improperly Received and Covered."
- g. Claims for indemnity payments for diseased animals destroyed.
- h. Claims involving leased corporations. (The Office of Budget and Finance will advise with the Bureau as to the funds available in the respective appropriation accounts in order that Bureau may make proper certification.)

Each bureau, therefore, shall furnish immediately to the Office of Budget and Finance for transmission to the General Accounting Office a list showing for its Washington (and field offices if desired) the titles of the positions and the official locations from which the above types of claims will be submitted to the General Accounting Office. Such lists will supersede those previously furnished in connection with the submission of claims involving checks. Approval of such claims will be by officials occupying or acting in positions at the highest levels of administrative or fiscal authority in the offices of the bureaus at the locations involved.

When a consolidated list of positions and locations for the entire Department has been forwarded to the General Accounting Office and the bureaus so notified, all Forms AD-42 covering claims falling in the categories described above, and all correspondence relating thereto, will thereafter be signed by an official occupying or acting in one of the positions listed and sent directly to the Claims Division, General Accounting Office. Correspondence originating in the General Accounting Office in connection with these classes of claims will likewise be forwarded directly to the bureaus concerned.

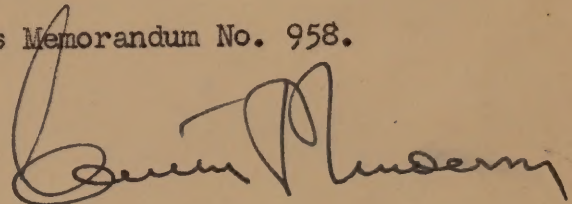
Bureaus will continue to send all other types of claims to the Office of Budget and Finance for review, approval, and transmission to the General Accounting Office.

All Certificates of Settlement (Standard Form 39A) issued by the General Accounting Office, including those involving claims submitted directly by bureaus, will continue to clear through the Office of Budget and Finance.

Appropriate cross references to this memorandum should be made on all copies of Department Regulations Nos. 3111, 3161, 3165, and 3186.

If further information regarding this memorandum is desired, inquiries should be directed to the Division of Accounting, Office of Budget and Finance, Extension 3614.

This memorandum supersedes Secretary's Memorandum No. 958.



Secretary

Each Bureau, therefore, shall furnish immediately to the Office of Budget and Finance for transmission to the General Accounting Office a list showing for its Washington (and field offices if desired) the titles of the positions and the official locations from which the above types of claims will be submitted to the General Accounting Office. Such lists will supersede those previously furnished in connection with the submission of claims involving checks. Approval of such claims will be by officials occupying or acting in positions at the highest levels of administrative or fiscal authority in the offices of the Bureau at the locations involved.

When a consolidated list of positions and locations for the entire Department has been forwarded to the General Accounting Office and the Bureau so notified, all Forms AD-42 covering claims falling in the categories described above, and all correspondence relating thereto, will thereafter be signed by an official occupying or acting in one of the positions listed and sent directly to the Claims Division, General Accounting Office. Correspondence originating in the General Accounting Office in connection with these classes of claims will likewise be forwarded directly to the Bureau concerned.

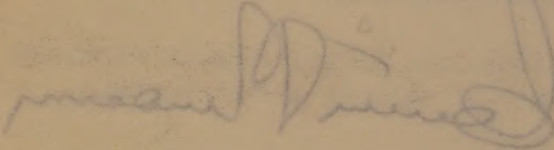
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All Certificates of Settlement (Standard Form 39A) issued by the General Accounting Office, including those involving claims submitted directly by Bureau, will continue to clear through the Office of Budget and Finance.

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If further information regarding this memorandum is desired, inquiries should be directed to the Division of Accounting, Office of Budget and Finance, Extension 3614.

This memorandum supersedes Secretary's Memorandum No. 958.



Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

Req. 3034

March 14, 1946

MEMORANDUM NO. 1153

Reservation of Rights to Fissionable Materials
in Lands Owned by the United States

FILED
PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

Attached is a copy of Executive Order No. 9701, signed by the President on March 4, 1946 and published in the Federal Register for March 8, 1946 (11 Fed. Reg. 2369).

Executive Order No. 9701 revokes Executive Order No. 9613 and provides for the retention by the United States of ownership and control of "fissionable" materials in Federally owned lands suitable for use in the production of atomic energy.

In order to carry out the requirements of Executive Order No. 9701, the following policies are hereby placed in effect:

- (1) Pursuant to Section 1 of the Order, every exchange hereafter effected of public lands withdrawn or reserved from the public domain and administered by this Department and all leases, licenses or other authorizations of whatever kind hereafter granted which would preclude the United States from exercising its right to enter upon the lands and prospect for, mine and remove minerals, shall be made "subject to a reservation to the United States of all fissionable materials in the land, together with the right to enter upon the land and prospect for, mine and remove such materials."
- (2) Pursuant to Section 2 of the Order, so far as not in conflict with existing law, and except as provided in (3) hereof, every disposal by this Department, its instrumentalities and agencies of lands heretofore or hereafter acquired and all leases, licenses, or other authorizations of whatever kind hereafter granted to remove minerals from such lands or which otherwise would preclude the United States from exercising its right to enter upon the lands and prospect for, mine, and remove minerals, shall "reserve to the United States all fissionable materials in the lands, together with the right, at any and all times, to enter upon the lands and prospect for, mine, and remove such materials," provided that no such reservation shall interfere with the primary use of the land established or indicated by any act of Congress.
- (3) Where the head of an agency shall determine that a reservation as required by (1) or (2) hereof would adversely affect the value, use, or marketability of any lands, the Secretary of the Interior will be requested to determine whether or not the lands contain substantial deposits of fissionable materials or whether, in view of all the circumstances, there is no reasonable probability that such materials are present in quantities to justify their extraction. In these cases, reservation as in (1) or (2) hereof will

March 1, 1940

MEMORANDUM NO. 1182

Reservation of Rights to Placable Materials
in Lands Owned by the United States

Attached is a copy of Executive Order No. 9701, signed by the President on March 1, 1940 and published in the Federal Register for March 3, 1940 (11 Fed. Reg. 2369).

Executive Order No. 9701 revokes Executive Order No. 9613 and provides for the retention by the United States of ownership and control of "placable" materials in Federally owned lands suitable for use in the production of atomic energy.

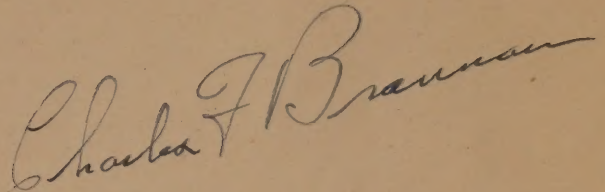
In order to carry out the requirements of Executive Order No. 9701, the following policies are hereby placed in effect:

- (1) Pursuant to Section 1 of the Order, every exchange between selected of public lands withdrawn or reserved from the public domain and administered by this Department and all leases, licenses or other authorizations of whatever kind hereafter granted which would preclude the United States from exercising its right to enter upon the lands and prospect for, mine and remove minerals, shall be made "subject to a reservation to the United States of all placable materials in the land, together with the right to enter upon the land and prospect for, mine and remove such materials."
- (2) Pursuant to Section 2 of the Order, so far as not in conflict with existing law, and except as provided in (3) hereof, every disposal by this Department, its instrumentalities and agencies of lands hereafter or hereafter acquired and all leases, licenses, or other authorizations of whatever kind hereafter granted to remove minerals from such lands or which otherwise would preclude the United States from exercising its right to enter upon the lands and prospect for, mine, and remove minerals, shall "reserve to the United States all placable materials in the lands, together with the right, at any and all times, to enter upon the lands and prospect for, mine, and remove such materials," provided that no such reservation shall interfere with the primary use of the land established or indicated by any act of Congress.
- (3) Where the head of an agency shall determine that a reservation as required by (1) or (2) hereof would adversely affect the value, use, or marketability of any lands, the Secretary of the Interior will be requested to determine whether or not the lands contain substantial deposits of placable materials or whether, in view of all the circumstances, there is no reasonable probability that such materials are present in quantities to justify their extraction. In these cases, reservation as in (1) or (2) hereof will

be required only if the Secretary of the Interior shall determine that the lands contain substantial deposits of fissionable materials or that, in view of all the circumstances, there is a reasonable probability that such materials are present in quantities sufficient to justify their extraction.

All questions of a legal nature, including the proper form of reservation in various types of documents, should be referred to the Solicitor. All questions concerning policy should be referred to the Assistant Secretary. Requests to the Secretary of the Interior for determinations, as provided in (3) hereof, should be prepared for the Assistant Secretary's signature and should provide an accurate description of the specific tract of land for which the determination is requested.

Attachment

A handwritten signature in cursive script, reading "Charles F. Brannan". The signature is written in dark ink and is positioned above the typed name.

Assistant Secretary of Agriculture

be required only if the Secretary of the Interior shall determine that the lands contain substantial deposits of irreplaceable materials or that, in view of all the circumstances, there is a reasonable probability that such materials are present in quantities sufficient to justify their extraction.

All questions of a legal nature, including the proper form of reservation in various types of documents, should be referred to the Solicitor. All questions concerning policy should be referred to the Assistant Secretary. Requests to the Secretary of the Interior for determinations, as provided in (c) heretofore, should be prepared for the Assistant Secretary's signature and should provide an accurate description of the specific tract of land for which the determination is requested.

Attachment

Assistant Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

MAR 25 1947

March 21, 1947

FILED
SECRETARY'S OFFICE
RECORDS

U. S. D. A. 1

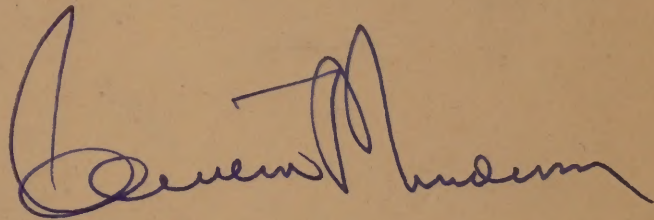
MEMORANDUM NO. 1153, SUPPLEMENT 1

Amendment of Procedure for Obtaining Clearance from Secretary
of the Interior Concerning Reservations of Fissionable Materials

Pursuant to Executive Order 9701, Department Memorandum No. 1153, issued March 14, 1946, placed in effect certain policies with respect to the reservation of fissionable materials in conveyances of interests in lands administered by agencies of this Department and established a procedure for obtaining clearance from the Secretary of the Interior in certain instances.

The procedure provided in Memorandum No. 1153 for obtaining clearance from the Secretary of the Interior is hereby amended by delegating to the Head of each Agency authority to obtain formal clearance direct from the Director of the U. S. Geological Survey, Department of the Interior, to whom the Secretary of the Interior recently delegated authority to act for him in this matter.

The policies established by Memorandum No. 1153 are not otherwise changed.



Secretary

March 21, 1944

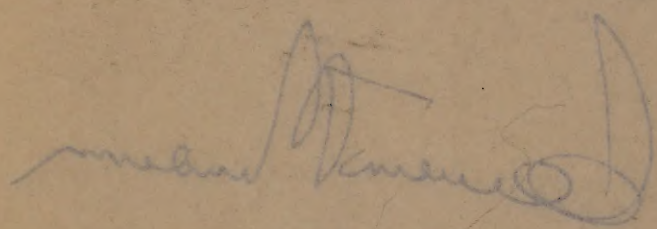
MEMORANDUM NO. 1153, SUPPLEMENT 1

Amendment of Procedure for Obtaining Clearance from Secretary of the Interior Concerning Reservations of Placable Materials

Pursuant to Executive Order 9701, Department Memorandum No. 1153, issued March 14, 1946, placed in effect certain policies with respect to the reservation of placable materials in conveyances of interests in lands administered by agencies of this Department and established a procedure for obtaining clearance from the Secretary of the Interior in certain instances.

The procedure provided in Memorandum No. 1153 for obtaining clearance from the Secretary of the Interior is hereby amended by delegating to the Head of each Agency authority to obtain formal clearance direct from the Director of the U. S. Geological Survey, Department of the Interior, to whom the Secretary of the Interior recently delegated authority to act for him in this matter.

The policies established by Memorandum No. 1153 are not otherwise changed.


Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FILED

JAN 23 1948

PLEASE RETURN TO
SECRETARY'S RECORDS

January 20, 1948

U. S. D. A. 1

MEMORANDUM NO. 1153, Revision 1

Reservation of Source Material in Certain Lands Owned by the
United States

Attached is a copy of Executive Order No. 9908, "Reservation of Source Material in Certain Lands Owned by the United States, " issued by the President on December 5, 1947 and published in the Federal Register for December 9, 1947 (Vol. 12, No. 239).

This Executive Order is the third that has been issued dealing with the reservation of fissionable materials in lands owned by the United States. The first, Executive Order No. 9613, issued September 13, 1945 was revoked by Executive Order No. 9701 of March 4, 1946.

Executive Order No. 9908 replaces Executive Order No. 9701 insofar as lands of this Department are concerned. Department Memorandum No. 1153 dated March 14, 1946 and Supplement 1 thereto dated March 21, 1947, issued pursuant to Executive Order No. 9701, are no longer applicable and are revoked. The procedure set forth in the attached Executive Order No. 9908 will be followed.

In effectuating the provisions of Executive Order No. 9908, questions concerning policy should be referred to the Assistant Secretary and questions of a legal nature should be referred to the Solicitor.

Secretary

Attachment



DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

January 20, 1918

MEMORANDUM NO. 1752, Revision 1

Reservation of Source Material in Certain Lands Owned by the United States

Attached is a copy of Executive Order No. 2908, "Reservation of Source Material in Certain Lands Owned by the United States," issued by the President on December 2, 1917, and published in the Federal Register for December 9, 1917 (Vol. 12, No. 239).

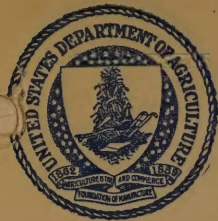
This Executive Order is the first that has been issued by the United States. The first, Executive Order No. 2913, issued September 13, 1917, was revoked by Executive Order No. 2701 of March 1, 1918.

Executive Order No. 2908 replaces Executive Order No. 2701 insofar as lands of this Department are concerned. Executive Order No. 1137, dated March 11, 1916 and Supplement I thereto dated March 21, 1917, issued pursuant to Executive Order No. 2701, are no longer applicable and are revoked. The procedure set forth in the attached Executive Order No. 2908 will be followed.

In effectuating the provisions of Executive Order No. 2908, questions concerning policy should be referred to the Assistant Secretary and questions of a legal nature should be referred to the Solicitor.

Secretary

Attachment



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



FILED

PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

March 15, 1946

MEMORANDUM NO. 1154USE OF LUNCHROOMS DURING REGULAR HOURS OF WORK

Employees of the Department of Agriculture, realize, I am sure, that their conduct is subject to constant observation and comment by the public. None of you will wish to give cause for censure of the Department's management of the public business.

In our use of lunchroom facilities during other than lunch periods in Washington and in the field we should be especially careful to avoid taking excessive time away from our duties, gathering in large groups, obstructing passage ways, or attracting attention by loud conversation. Citizens who are taxed to pay our salaries may characterize such scenes as lounging on Government time.

The maintenance of proper public relations is the duty of each supervisor and every employee of the Department of Agriculture, everywhere, and at all times. The public expects us to serve it in a dignified, businesslike way. Abuses of privileges result in strict prohibitions which may cause hardship in some cases.

A large, stylized handwritten signature in blue ink, likely belonging to the Secretary, is written over the typed name.

Secretary

March 1, 1918

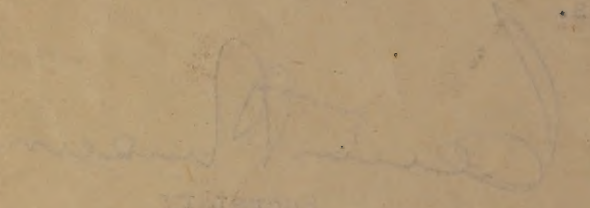
MEMORANDUM NO. 118

LETTER OF TRANSMISSION TO THE PUBLIC

The interest of the Department of Agriculture, relative to the
conduct of the subject of certain observation and control by the
public. None of you will wish to give cause for concern of the Department
in the management of the public business.

In our use of transmission facilities during other than lunch periods in
Washington and in the field, it should be especially careful to avoid
taking excessive time away from our duties, especially in the field.
Operating message ways, or receiving attention by long conversation.
Persons who are found to pay our salaries may be charged with the
responsibility of the Department.

The importance of your service in the field is the only one of which
we are aware. The Department of Agriculture, however,
and at all times. The public is to serve in a limited
business. The result of this is the result of the
which may cause business in some cases.

Respectfully,

C. W. Johnson



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FILED



March 15, 1946

PLEASE RETURN TO
SECRETARY'S RECORDS

U. S. D. A.

MEMORANDUM NO. 1155

Retirement of Departmental Employees
Upon Reaching Retirement Age

The Retirement Act, as amended, provides that all officials and employees who attain the age of 70 years and have rendered at least 15 years of service which may be accredited for retirement purposes, shall be retired on an annuity. An exception may be made in cases where it is determined that employees otherwise subject to automatic retirement are possessed of special qualifications.

A number of officials and employees in the Department have been retained or reemployed, after having reached retirement age, under this exception, because of the exigencies of wartime conditions. They have served faithfully and well, sometimes at the sacrifice of personal convenience and inclination, because of the urgent need for such contribution to the public service. The service rendered by these faithful officials and employees is greatly appreciated. With the end of the war and the return of many veterans, the conditions which made the additional service desirable have now largely terminated, and it is appropriate that we again give full effect to the spirit of the Retirement Act.

Hereafter it shall be the policy of the Department that no official or employee who comes within the provisions of the Retirement Act shall be continued in the service after he has reached the age of 70. However, persons who have been retained or reemployed after having reached retirement age may serve the remainder of their extended employment.

Secretary



March 15, 1944

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Hereafter it shall be the policy of the Department that no official or employee who comes within the provisions of the Retirement Act shall be continued in the service after he has reached the age of 70. However, persons who have been retained or reemployed after having reached retirement age may serve the remainder of their extended employment.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



March 19, 1946

MEMORANDUM NO. 1156

Office of Emergency Food Program

There is hereby established in the Office of the Secretary, an Office of Emergency Food Program. Mr. Walter F. Straub is hereby designated Director of that office.

The functions of the Office of Emergency Food Program shall be to coordinate and give general direction to all phases of the program and to assist the Secretary in effectuating the program objectives for providing food for relief shipment abroad. The office will serve as a focal point within the Department for all activities being planned and conducted on the emergency program, and as such must at all times be kept informed of the progress of these activities.

The Director will work with and through the regularly established agencies of the Department, not duplicating existing administrative lines and responsibilities. The Director also will maintain liaison, as directed by the Secretary, with other Federal agencies, with the President's Famine Emergency Committee and with citizens' groups carrying out activities for stimulating public participation and support of the emergency food program.

The Office of Emergency Food Program will serve for the period of the emergency. The time is short for the tremendous job to be done. All agencies of the Department are requested to give the Office and Director Straub full and complete cooperation.

J. B. Hume
Acting Secretary

ORGANIZATION / Emergency Food Program

DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

March 19, 1934

MEMORANDUM NO. 1150

Office of Emergency Food Program

There is hereby established in the Office of the Secretary, an Office of Emergency Food Program, Mr. Walter F. Schuchman, is hereby designated Director of that office.

The functions of the Office of Emergency Food Program shall be to coordinate and give general direction to all agencies of the program and to assist the Secretary in effectuating the program objectives for providing food for relief shipments abroad. The office will serve as a focal point within the Department for all activities being planned and conducted on the emergency program, and as such must at all times be kept informed of the progress of these activities.

The Director will work with and through the relief agencies established agencies of the Department, not by the Department, containing administrative lines and responsibilities. The Director also will maintain liaison, as directed by the Secretary, with other Federal agencies, with the President's Emergency Food Committee and with citizens' groups concerning activities for obtaining public participation and support of the emergency food program.

The Office of Emergency Food Program will serve for the period of the emergency. The time is short for the emergency food to be done. All agencies of the Department are urged to give the Office and Director their full and complete cooperation.

Walter F. Schuchman
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

JUL 11 1946

July 8, 1946

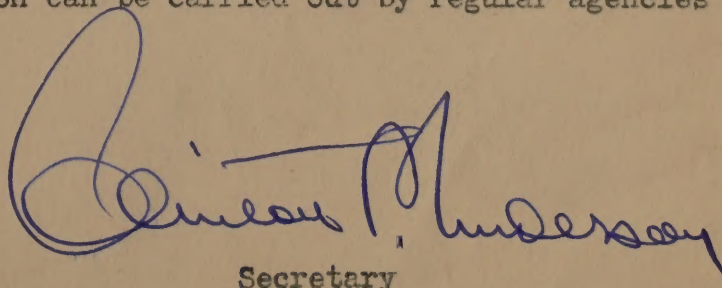
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1MEMORANDUM NO. 1156 SUPPLEMENT NO. 1

Responsibility for Continuing Emergency Food Program Functions

In order to continue for an additional period the functions of the Office of Emergency Food Program and in cooperation with the Famine Emergency Committee, the following actions are hereby taken:

At the request of Chester Davis, Chairman, the services of Paul Stark are made available to the Famine Emergency Committee as Executive *Director.*
Secretary.

In addition to other duties already assigned to him, Mr. Stark is hereby designated Director of the Office of Emergency Food Program. Unless and until other arrangements can be made, funds and staff for the operation of this office shall be provided by the Food Distribution Programs Branch of PMA. Funds and staff for conducting the information phases of this office shall be provided by the Office of Information. It is hoped that the work of the Office of Emergency Food Program can be completed by the end of August and that thereafter any necessary activities in this connection can be carried out by regular agencies of the Department.



Secretary

July 24, 1946

MEMORANDUM NO. 1152 SUPPLEMENT NO. 1

Responsibility for Continuing Emergency Food Program Functions

In order to continue for an additional period the functions of the Office of Emergency Food Program and in cooperation with the Emergency Committee, the following actions are hereby taken:

At the request of Chester Davis, Chairman, the services of Paul Stark are made available to the Emergency Food Program as Executive Secretary.

In addition to other duties already assigned to him, Mr. Stark is hereby designated Director of the Office of Emergency Food Program. Unless and until other arrangements can be made, funds and staff for the operation of this office shall be provided by the Food Division Programs Branch of PMA. Funds and staff for conducting the information phases of this office shall be provided by the Office of Information. It is hoped that the work of the Office of Emergency Food Program can be completed by the end of August and that thereafter any necessary activities in this connection can be carried out by regular channels of the Department.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

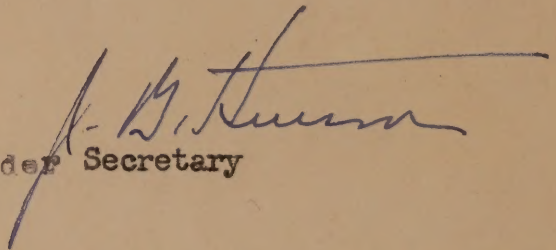
March 21, 1946

MEMORANDUM NO. 1157

Export Food Program

The export food program that we have embarked on will require the maximum use of all our internal transportation facilities.

In order that the activities of the Department of Agriculture shall be coordinated, all persons directing the procurement and movement of commodities are requested to consult Mr. Edgar B. Black, Transportation Officer, Production and Marketing Administration, in the development of any major program that will require the use of railroad transportation.


Under Secretary

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SECRETARY'S RECORDS
U.S.D.A.

TRANSPORTATION 6

DEPARTMENT OF AGRICULTURE
WASHINGTON



March 2, 1933

MEMORANDUM NO. 1157

Export Food Program

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In order that the activities of the Department of Agriculture shall be coordinated, all persons directing the procurement and movement of commodities are requested to consult Mr. Edgar B. Black, Transportation Officer, Production and Marketing Administration, in the development of any major program that will require the use of railroad transportation.

Edgar B. Black
Transportation Officer
Production and Marketing Administration
United States Department of Agriculture
Washington, D. C.

Use this as original

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

April 10, 1946

MEMORANDUM NO. 1158

Coordination of Relationships Between the Department of
Agriculture and the Food and Agriculture Organization

1. The establishment of the Food and Agriculture Organization of the United Nations creates for us a new opportunity to extend the already wide influence of this Department in the advancement of agriculture, rural welfare, human nutrition, and the well-being of all groups in the population, and to contribute to international cooperation and peace. Among the several Departments whose fields of work are related to that of FAO, this Department no doubt will have the greater share of the specific responsibilities involved in meeting the obligations of the United States as a member of the Organization, which is an international agency of governments. Except for routine matters, such as the receipt and transmittal of routine information and published materials, the relationship of the Department with FAO will be carried on through the Department of State.
2. Accordingly, in addition to the functions assigned by General Departmental Circular No. 61, the Office of Foreign Agricultural Relations will be responsible for coordinating the relationships, through or with the approval of the Department of State, between the Department of Agriculture and the Food and Agriculture Organization of the United Nations.
3. This amendment does not affect the functions of the United States representative in the Conference of FAO, who derives his authority from the President through the Department of State and therefore represents the Government as a whole.

Clinton Anderson
Secretary

ORGANIZATION (FAR)

Orig. with subject file. due to deletions, notations etc.



DEPARTMENT OF AGRICULTURE
WASHINGTON

May 1, 1946

FILED

MAY 2 1946

PLEASE RETURN TO
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MEMORANDUM NO. 1159

Observance of "I Am An American Day"

The third Sunday in May each year has been set aside by a resolution of A. 1 Congress (Resolution No. 67, Approved May 3, 1940, 54 Stat. 178) as "I Am An American Day." The President is authorized and requested to issue annually a proclamation setting this day aside as a public occasion.

The President's 1946 Proclamation states in part:

"NOW, THEREFORE, I, HARRY S. TRUMAN, President of the United States of America, pursuant to the aforesaid public resolution do hereby designate Sunday, May 19, 1946, as "I Am An American Day," and do set that day aside as a public occasion for the honoring of American citizenship by giving special recognition to all our citizens who have recently become full members of the body politic.

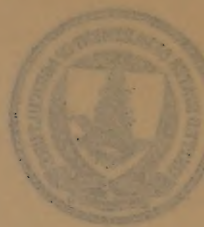
"And I urge Federal, State, and local officials and patriotic, civic, and educational organizations to plan and hold, on or about May 19, exercises designed to help our new citizens, both native-born and naturalized, to understand more fully the significance and responsibilities of citizenship in our self-governing Republic, so that they may be better prepared to add strength to the common purpose of all our citizens that this Republic shall continue to maintain its place of leadership and service among the nations of the world."

Each employee of the Department of Agriculture has a responsibility for serving the people of this country. Therefore, it is fitting that our employees who have arrived at the age of 21, or who have become naturalized, be encouraged to learn more about, and recognize to a greater extent, what it means to be a citizen of the United States, and to serve its people.

I have asked the Director of Personnel to make arrangements for the Department to observe this day. Each Washington and Beltsville employee

PERSONNEL 4

DEPARTMENT OF AGRICULTURE
WASHINGTON



May 1, 1946

FILED

MEMORANDUM NO. 1159

SECRET
RECORD

Observance of "I Am An American Day"

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The President's 1946 Proclamation states in part:

"NOW, THEREFORE, I, HARRY S. TRUMAN, President of the United States of America, pursuant to the aforesaid public resolution do hereby designate Sunday, May 13, 1946, as 'I Am An American Day,' and do set that day aside as a public occasion for the honoring of American citizenship by giving special recognition to all our citizens who have recently become full members of the body politic.

"And I urge Federal, State, and local officials and patriotic, civic, and educational organizations to plan and hold, on or about May 13, exercises designed to help our new citizens, both native-born and naturalized, to understand more fully the significance and responsibilities of citizenship in our self-governing Republic, so that they may be better prepared to add strength to the common purpose of all our citizens that this Republic shall continue to maintain its place of leadership and service among the nations of the world."

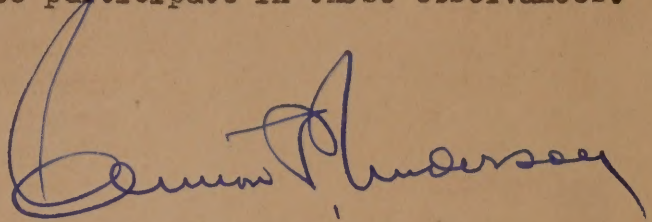
Each employee of the Department of Agriculture has a responsibility for serving the people of this country. Therefore, it is fitting that our employees who have arrived at the age of 21, or who have become naturalized, be encouraged to learn more about, and recognize the greater extent, what it means to be a citizen of the United States, and to serve the people.

I have asked the Director of Personnel to make arrangements for the Department to observe this day. Each Washington and Beltsville employee

2-Memorandum No.

who has reached full citizenship during the past twelve months will be issued an invitation to attend an "I Am An American Day" program in the Jefferson Memorial Auditorium in the South Building at 3:30 p.m., Thursday, May 16, 1946. An attractive pamphlet will be sent in a few days to bureaus for employees arriving at the age of 21, both in Washington and in the field. I hope you will ask your bureau personnel officer to have these pamphlets presented in an appropriate manner to those who should receive them.

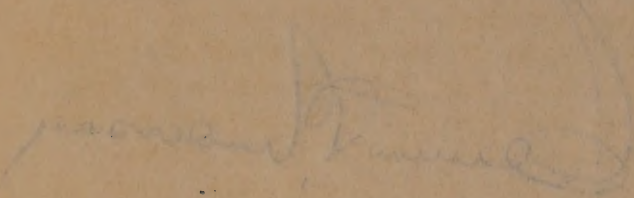
Communities throughout the country will observe this day. A number of USDA Clubs in headquarters cities will hold special programs. I hope that you will encourage employees to participate in these observances.

A handwritten signature in blue ink, appearing to read "L. M. Anderson", with a large, sweeping initial "L".

Secretary

who has received full citizenship during the last twelve months will
be named an invitation to attend an "I am an American Day" program
in the Jefferson Memorial Auditorium in the South Building at 3:30 p.m.
Thursday, May 18, 1944. An attractive program will be sent to a few
days to address for employees arriving at the age of 21, both in
Washington and in the field. I hope you will ask your nearest personnel
officer to have these programs presented in an appropriate manner to
those who should receive them.

Specialized courses about the country will observe this day. A number of
this class in headquarters cities will also attend programs. I hope
that you will encourage employees to participate in these observations.


Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

May 7, 1946.

MEMORANDUM NO. 1160

Disposition of Standard Form Records

A memorandum from this Office to the Heads of Administrations, Bureaus and Offices, dated September 12, 1944, submitted a proposed plan for the systematic disposal of standard form records when they no longer serve any useful purpose. This plan, which was initiated by the Office of Budget and Finance, presented a draft in tentative form of a "Proposed Disposal Schedule for Standard Form Records" designed to provide retention periods for such records in all bureaus of the Department. A revised schedule, based on comments and suggestions received from bureaus and offices, was submitted to the National Archives and the Congress of the United States and was approved in House Report 1338, 79th Congress, First Session, dated December 6, 1945. Under this authority the bureaus and offices will be able to dispose of certain standard form records without securing further permission.

The Office of Plant and Operations will issue a "Disposition Schedule for Standard Form Records" with accompanying procedures necessary to provide for general uniform application throughout the Department, and will cooperate with the bureaus in effecting the orderly disposition of record material. The Schedule will consist of a numerical listing of certain standard forms with the appropriate authorizations for the disposition of each form indicated.

The issuance of the "Disposition Schedule for Standard Form Records" will establish a general Department policy governing the retention of certain records in all bureaus of the Department and will provide authority for their disposal after the lapse of the period of time specified in each instance. For those items where no specific retention periods are indicated, bureaus shall determine how long the records should be retained to meet their individual requirements, but shall not dispose of such records without first having obtained the required authority through the Office of Plant and Operations.

DEPARTMENT OF AGRICULTURE

WASHINGTON



MEMORANDUM NO. 1160

Disposition of Standard Form Records

A memorandum from this Office to the Heads of Administrations, Bureaus and Offices, dated September 12, 1944, outlined a proposed plan for the systematic disposal of standard form records when they no longer serve any useful purpose. This plan, which was initiated by the Office of Budget and Finance, presented a draft in tentative form of a "Proposed Disposal Schedule for Standard Form Records" designed to provide retention periods for such records in all bureaus of the Department. A revised schedule, based on comments and suggestions received from bureaus and offices, was submitted to the National Archives and the Congress of the United States and was approved in House Report 1172, 76th Congress, 2d Session, dated December 6, 1939. Under this authority the Bureau and Offices will be able to dispose of certain standard form records without awaiting further permission.

The Office of Plant and Operations will issue a "Disposition Schedule for Standard Form Records" with accompanying procedures necessary to provide for general uniform application throughout the Department, and will cooperate with the Bureau in effecting the orderly disposal of record material. The Schedule will contain a numerical listing of certain standard forms with the appropriate authorization for the disposition of each form indicated.

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To assure the most effective use of the Schedule, the chief of each bureau shall designate an official to be responsible for its application. The name of the individual so designated shall be furnished this Office as soon as possible.

To provide complete information on all Department records disposal activities, each bureau shall furnish to the Chief, Office of Plant and Operations, semi-annual reports of the amount, in linear feet, of all record material disposed of under the authority contained in this Schedule, any bureau schedule or list, or any other disposal authority. The reports shall be submitted not later than thirty days after the six-month periods ending June 30 and December 31, respectively, the first report to be for the period ending December 31, 1946.

The "Disposition Schedule for Standard Form Records" and instructions are being issued by the Office of Plant and Operations as Supplement No. 1 to O.P.O. Publication No. 1, Revised.

N. E. Dodd

Under Secretary

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73.2000
Under Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

OCT 25 1946

October 23, 1946

PLEASE RETURN TO
SECRETARY'S RECORDS

MEMORANDUM NO. 1160 - Supplement 1

Executive Order 9784, Records Management and Disposition

Executive Order 9784 is transmitted herewith for your information and guidance. The subject of records management presents one of the most challenging segments of management because records represents one of the largest material phases in the field of Government administration. Records are being created constantly under the necessity of administration of the various programs but too often little attention is given to the subject of their management and eventual disposition.

The Office of Plant and Operations has the general responsibility for administering records management and disposition programs in the Department of Agriculture. It has collaborated with the bureaus and offices in the matter of surveys and recommendations which has resulted in the adoption of improved practices in this field.

The activities of the Department of Agriculture are far flung and this increases the records problem. The recognition of work to be done, as exemplified by Executive Order 9784, should serve to stimulate our efforts in developing and maintaining an effective program of records administration. It is important that all agencies of Agriculture give heed to the President's request in order that we may do a good job of records administration.

The Office of Plant and Operations has been instructed to exercise leadership in carrying out the purposes of this Executive Order.

A handwritten signature in cursive script, reading "Charles F. Brannan", is written over a faint circular stamp.

Assistant Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED



October 23, 1948

RECORDS SECTION
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

MEMORANDUM NO. 1100 - Supplement I

Executive Order 9781, Records Management and Disposition

Executive Order 9781 is transmitted herewith for your information and guidance. The subject of records management presents one of the most challenging segments of management because records represent one of the largest material phases in the field of Government administration. Records are being created constantly under the necessity of administration of the various programs but too often little attention is given to the subject of their management and eventual disposition.

The Office of Plant and Operations has the general responsibility for administering records management and disposition programs in the Department of Agriculture. It has collaborated with the Bureau and offices in the matter of surveys and recommendations which has resulted in the adoption of improved practices in this field.

The activities of the Department of Agriculture are far flung and this increases the records problem. The recognition of work to be done, as exemplified by Executive Order 9781, should serve to stimulate our efforts in developing and maintaining an effective program of records administration. It is important that all agencies of Agriculture give heed to the President's request in order that we may do a good job of records administration.

The Office of Plant and Operations has been instructed to exercise leadership in carrying out the purposes of this Executive Order.

Assistant Secretary

DEPARTMENT OF AGRICULTURE
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MAY 21 1946
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U. S. D. A. 1

May 20, 1946

MEMORANDUM NO. 1161

Responsibilities in Production Goals and Price Support Activities

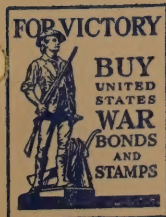
In the reorganization of the Department and the establishment of the Production and Marketing Administration as outlined in Memorandum No. 1118 the responsibility for leadership in the establishment of production goals and price support programs was placed in the Production and Marketing Administration.

Although PMA has the primary responsibility for leadership in this work, full participation by the other agencies, offices, or bureaus of the Department will be essential. The Administrator of PMA will develop procedures and establish committees in order to formulate recommendations on 1947 production goals and price programs. In establishing these committees, including any coordinating committee under the direction of the Administrator to adjust individual goal and price recommendations, the Administrator is instructed to include representation from appropriate bureaus and agencies of the Department.

Final decision on goals and price programs will be made by the Secretary. The Secretary will refer the goal and price recommendations to the Policy and Program Committee for department-wide review before reaching final decision. Department proposals on goals and price supports will then be sent to the State USDA Councils for consideration at the State level.

A handwritten signature in blue ink, appearing to read "C. M. Thompson", is written over the typed name "Secretary".

Secretary



May 20, 1946

MEMORANDUM NO. 1151

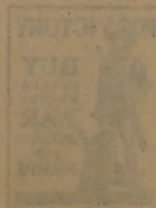
Responsibilities in Production Goals and Price Support Activities

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Secretary





DEPARTMENT OF AGRICULTURE
WASHINGTON

June 10, 1946

MEMORANDUM NO. 1162

National Farm Safety Week

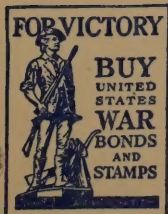
The President has issued a proclamation calling upon the Nation to observe the week of July 21-27 as National Farm Safety Week. A copy of the proclamation is printed on the reverse side.

I wish to ask agencies and employees of the Department to take an active part in promoting safety on the farm during National Farm Safety Week and throughout the year. Field employees should cooperate in local programs emphasizing accident prevention and should call attention to the farm safety program in meetings and other contacts with farm people.

The campaign to stop accidents and fires on the farm is extremely important, for several reasons. First, farming has one of the highest accident rates of all occupations. Every farmer performs a wide variety of tasks, most of which involve serious accident hazards. The National Safety Council estimates that more than 16,000 farm people were killed and 1,500,000 injured by accidents in 1945. Second, farmers generally are not covered by workmen's compensation laws, as are most workers in industry. A serious accident may cause untold hardship to a farm family. Third, accidents can be prevented. We know that a well-directed and vigorous safety campaign accomplishes results. Time and again accident rates have been cut in half or more by safety programs which taught people to remove or guard against hazards before an accident happens. The present unnecessarily high accident rate on farms can, over a period of time, be very substantially reduced.

This year the shortage of food in other countries makes it necessary for us to produce all we possibly can. Accidents and fires, by interfering with production or destroying what has already been produced, diminish the assistance we can give other nations. Prevention of these losses is a direct contribution to famine relief.

The Assistant Secretary will be responsible for the coordination and general supervision of the Department's farm safety activities. The Department Safety Council will supply technical assistance to agencies of the Department which may wish help in formulating farm safety programs.



Samuel R. Undermyer

Secretary

Safety

June 10, 1942

MEMORANDUM NO. 1182

National Farm Safety Week

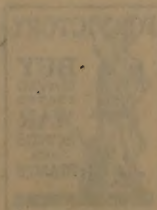
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The campaign to stop accidents and fires on the farm is extremely important for several reasons. First, farming has one of the highest accident rates of all occupations. Every farmer performs a wide variety of tasks, most of which involve serious accidents. The National Safety Council estimates that more than 10,000 farm people were killed and 1,300,000 injured by accidents in 1940. Second, farmers generally are not covered by workers' compensation laws, as are most workers in industry. A serious accident may cause untold hardship to a farm family. Third, accidents can be prevented. We know that a well-directed and vigorous safety campaign accomplishes results. Time and again accident rates have been cut in half or more by safety programs which taught people to remove or guard against hazards before an accident happens. The present unacceptably high accident rate on farms can, over a period of time, be very substantially reduced.

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Secretary

FILED

JUN 17 1946

DEPARTMENT OF AGRICULTURE

WASHINGTON

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U. S. D. A. I

June 14, 1946

MEMORANDUM NO. 1163

Preparation and Submission of Management Improvement Reports

This circular revises previous instructions on the preparation and submission of management improvement reports. Individual case reports on Form AD-275 are being continued; narrative summary reports are discontinued.

1. GENERAL

All agencies of the Department are requested to submit reports on their management improvement activities in accordance with the following instructions. Each agency should instruct its employees both at headquarters and in the field in the proper preparation of reports on Form AD-275.

II. FORM AD-275, MANAGEMENT IMPROVEMENT REPORT

- A. Prepared by: Form AD-275 may be prepared by (a) individual employees; (b) supervisors; (c) technicians and analysts; and (d) administrative officers. Generally, unless otherwise provided in agency instructions, the person responsible for instituting the improvement, or authorizing its adoption, should be responsible for seeing that a report is prepared.
- B. Types of Improvements to Be Reported: Form AD-275 should be used to report adopted improvements in management, organization, and work methods, and the better use of personnel, materials, and facilities. It is applicable to improvements made as the result of suggestions but is not limited thereto and should be used to report economies and efficiencies otherwise attained. The report is not to be used to tell about proposed or incomplete improvements. Bureaus, for their own benefit, should maintain complete files of all improvements reported. In addition, the Department will maintain a file for use in connection with "hearings", as a means of relaying management ideas to bureaus, and to otherwise demonstrate departmental progress in the field of management. Only those AD-275 reports which in the opinion of the bureau Key Management Representatives are significant, unusual, or of possible benefit to other departmental agencies should be transmitted to the Secretary's Office. However, a separate listing of adopted improvements not represented by AD-275 reports submitted to the Secretary should accompany the reports selected for submission.

DEPARTMENT OF AGRICULTURE

WASHINGTON

June 14, 1945

U.S.D.A.
1



MEMORANDUM NO. 1163

Preparation and Submission of Management Improvement Reports

This circular revises previous instructions on the preparation and submission of management improvement reports. Individual case reports on Form AD-275 are being continued; narrative summary reports are discontinued.

I. GENERAL

All agencies of the Department are requested to submit reports on their management improvement activities in accordance with the following instructions. Each agency should submit its reports both at headquarters and in the field in the proper preparation of reports on Form AD-275.

II. FORM AD-275, MANAGEMENT IMPROVEMENT REPORT

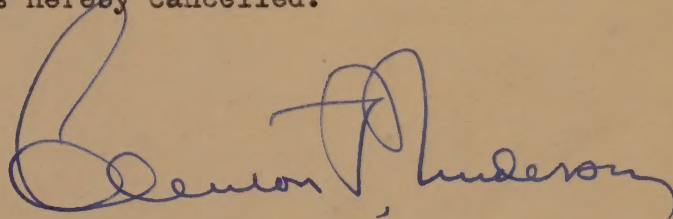
A. Prepared by: Form AD-275 may be prepared by (a) individual employees; (b) supervisors; (c) consultants and advisers; and (d) administrative officers. Generally, unless otherwise provided in agency instructions, the person responsible for initiating the improvement, or authorizing its adoption, should be responsible for seeing that a report is prepared.

B. Types of improvements to be reported: Form AD-275 should be used to report adopted improvements in management, organization, and work methods, and the better use of personnel, materials, and facilities. It is applicable to improvements made as the result of suggestions but is not limited thereto and should be used to report economic and efficiency improvements otherwise attained. The report is not to be used to call about proposed or incomplete improvements. For their own benefit, should maintain complete files of all improvements reported. In addition, the Department will maintain a file for use in connection with "hotline", as a means of relating management ideas to bureaus, and to otherwise demonstrate departmental progress in the field of management. Only those AD-275 reports which in the opinion of the Bureau for Management Representatives are significant, unusual, or of possible benefit to other departmental agencies should be transmitted to the Secretary's Office. However, a separate listing of adopted improvements not represented by AD-275 reports submitted to the Secretary should accompany the reports selected for submission.

- C. Substance of Reports: Reports should be as short and concise as possible. Outlining is preferred to complete sentences. Reports should be prepared in such a way as to make them as helpful as possible to other agencies in dealing with similar problems. Where possible, results should be reported in concrete measurable units such as number of forms, records, or reports eliminated; square feet of space saved; number, kinds, and value of material or equipment saved; per item or unit-of-work costs reduced; increased volume of work handled per person or unit; steps or units of work eliminated; total amount of money and time saved or made available for other work.
- D. Completion of Heading: The person preparing the report will fill in the spaces after Bureau or Agency, Organizational Unit, Reported By, Location, and Date of This Report. The key management representative, or his designee, will insert the ending date of the quarter in which the report is being submitted in the space after "For Quarter Ending;" and will signify approval of each report by signing or initialing in the space after "Approved by", on the submitted original. The space after "Bureau Report No." will be left blank for Departmental use.
- E. Frequency, Number of Copies, and Routing of Reports: Reports prepared on Form AD-275 will be routed within the agency in accordance with agency instructions. After review and approval, these reports should be submitted in duplicate to the Secretary at the beginning of each quarter.
- F. Requisitioning Forms AD-275: Submit requisition to Central Supply Division, Office of Plant and Operations, for forms AD-275.

III. PREVIOUS INSTRUCTIONS SUPERSEDED

General Departmental Circular No. 35 and Supplement I - except the page on Reporting Instructions - continue in effect. Supplement 2 of that instruction is hereby cancelled.

A handwritten signature in blue ink, appearing to read "Emerson Anderson", is written over a faint, circular official stamp.

Secretary

C. Substance of Reports: Reports should be as short and concise as possible. Outlining is preferred to complete sentences. Reports should be prepared in such a way as to make them as helpful as possible to other agencies in dealing with similar problems. Where possible, results should be reported in concrete measurable units such as number of forms, records, or reports eliminated; square feet of space saved; number, kinds, and value of material or equipment saved; per item or unit-of-work costs reduced; increased volume of work handled per person or unit; steps or units of work eliminated; total amount of money and time saved or made available for other work.

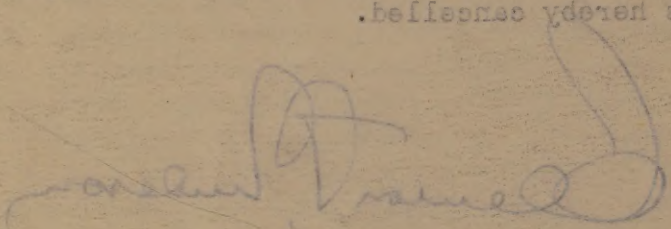
D. Completion of Heading: The person preparing the report will fill in the spaces after Bureau or Agency, Organizational Unit, Reported By, Location, and Date of This Report. The key management representative, or his designee, will insert the ending date of the quarter in which the report is being submitted in the space after "Quarter Ending:" and will signify approval of each report by signing or initialing in the space after "Approved by," on the submitted original. The space after "Bureau Report No." will be left blank for Departmental use.

E. Frequency, Number of Copies, and Routing of Reports: Reports prepared on Form AD-275 will be routed within the agency in accordance with agency instructions. After review and approval, these reports should be submitted in duplicate to the Secretary at the beginning of each quarter.

F. Redistributing Forms AD-275: Submit regulation to Central Supply Division, Office of Plant and Operations, for forms AD-275.

III. PREVIOUS INSTRUCTIONS SUPERSEDED

General Departmental Circular No. 35 and Supplement I - except the page on Reporting Instructions - continue in effect. Supplement 2 of that instruction is hereby cancelled.


Secretary

FILED

Req. 3671

DEPARTMENT OF AGRICULTURE JUN 18 1946

WASHINGTON

PLEASE RETURN TO
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U. S. D. A. June 14, 1946

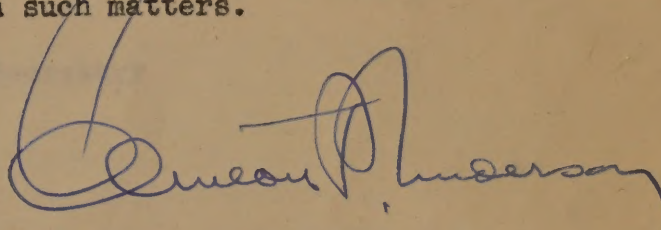
MEMORANDUM NO. 1164

Establishment of Department of Agriculture Personnel Ceiling Board

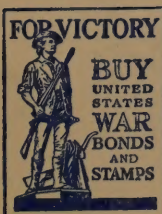
In order to carry out within the Department of Agriculture the provisions of the Federal Employees Pay Act of 1946, and requirements of the Budget Bureau thereunder, with respect to personnel ceilings and the establishment of certain over-all limitations on Government employment for each of the quarters beginning October 1, 1946, there is hereby appointed a Department of Agriculture Personnel Ceiling Board consisting of Mr. W. A. Minor, Assistant to the Secretary, Chairman, W. A. Jump, Director of Finance, and T. Roy Reid, Director of Personnel, members. This Committee shall be responsible for all personnel ceiling matters involving Departmental interpretation and consideration, and for making recommendations to the Secretary on proposed ceiling requests and allocations.

The Office of Budget and Finance shall be responsible for implementing the functions of the Committee and shall serve as liaison with the bureaus and agencies of the Department and with the Bureau of the Budget on all matters relating to personnel ceiling requests.

The Office of Personnel shall be responsible for the establishment of such employment controls, personnel procedures and employment reporting as may be necessary to assure compliance with ceiling allocations, and shall serve as liaison with the bureaus and agencies of the Department and with the Civil Service Commission on such matters.



Secretary



COMMITTEES 3

FILED

JUN 19 1946

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

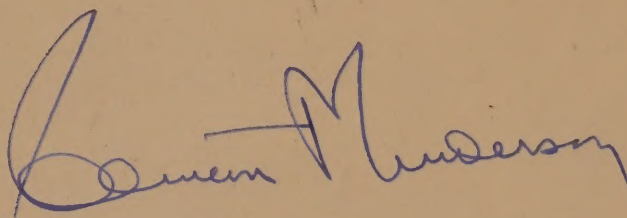
June 18, 1946

MEMORANDUM NO. 1165Delegation of Authority to Administrator, Farm Security
Administration, to Appoint State FSA Advisory Committeemen

Authority is hereby delegated to the Administrator or the Acting Administrator, Farm Security Administration, to appoint State FSA Advisory Committeemen.

The authority hereby created is to become effective immediately and to remain in effect until revoked by me.

The authority to appoint State FSA Advisory Committeemen may be delegated by the Administrator, Farm Security Administration, and he may authorize the redelegation of such authority.



Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 27, 1946

MEMORANDUM NO. 1166

FILED

Administration of the Department of Agriculture Program for
Waterflow and Run-Off Retardation and Erosion Prevention on
Watersheds in the Interest of Flood Control

JUN 28 1946
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U. S. D. A. 1

The Secretary of Agriculture is authorized under the Flood Control Acts to make preliminary examinations and surveys and to carry out operations on the watersheds of certain streams. This work will be carried out in accordance with the following provisions:

1. The Office of the Secretary shall be responsible for inter-departmental and interbureau coordination, for establishing over-all program policies, for approving watershed reports and transmitting them to the Congress, for presenting the program before the Bureau of the Budget and Congressional committees, for correlation of estimates and allocation of flood control funds, and for the over-all Departmental phases of the program.
2. The Forest Service and the Soil Conservation Service shall be responsible for making preliminary examinations and surveys of watersheds within areas of assigned territorial responsibility and for technical and administrative determinations involved in making such examinations and surveys. They shall also be responsible for carrying on operations within approved areas. They shall work cooperatively at all stages throughout the conduct of such preliminary examinations, surveys and operations.
3. In conducting examinations and surveys for which the Forest Service is responsible, the Soil Conservation Service shall participate and detailed personnel shall work under the direction and supervision of the Forest Service. In conducting examinations and surveys for which the Soil Conservation Service is responsible, the Forest Service shall participate and detailed personnel shall work under the supervision and direction of the Soil Conservation Service.
4. In conducting examinations and surveys for which they are responsible, the Forest Service and the Soil Conservation Service may obtain the assistance of other bureaus and agencies within and outside of the Department. They shall consult with the Bureau of Agricultural Economics with respect to the development of standard techniques and methods to be used in the

June 27, 1948

MEMORANDUM NO. 1166

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Waterflow and Run-Off Retention and Erosion Prevention on
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evaluation of costs and benefits and in other economic and statistical analyses required for watershed surveys and may arrange with that Bureau to make studies of special economic problems that arise in connection with such surveys. Personnel detailed to the Forest Service and the Soil Conservation Service from other bureaus or agencies within the Department shall work under the supervision and direction of the bureaus to which they are detailed. Personnel detailed to the Forest Service and the Soil Conservation Service from bureaus or agencies outside the Department shall work with them in accordance with memoranda of understanding between them and the other bureaus or agencies concerned.

5. When responsible for a preliminary examination or survey, the Soil Conservation Service (1) shall look to the Forest Service to collect data and make recommendations (a) for treatment of all national forests and other lands in the watershed administered by the Forest Service, (b) for treatment of range areas adjacent to national forests in the watershed and used in conjunction with such forests, and (c) for treatment of other forest lands, and (2) shall formally submit the preliminary examination or survey report to the Forest Service for review before submitting it to the Secretary.
6. When responsible for a preliminary examination or survey, the Forest Service (1) shall look to the Soil Conservation Service to collect data and make recommendations (a) for treatment of all lands in the watershed administered by the Soil Conservation Service and (b) for treatment of farm and ranch lands, and (2) shall formally submit the preliminary examination or survey report to the Soil Conservation Service for review before submitting it to the Secretary.
7. Funds for financing examinations and surveys within assigned areas shall be allotted to the responsible bureau; the administering bureau shall compensate the assisting bureaus and agencies by reimbursement or otherwise for detailed personnel and for other services.
8. Preliminary examinations shall contain such information as is necessary to determine whether watershed treatment programs under the flood control legislation appear to be justified and whether surveys of watersheds should be made.
9. Survey reports shall describe the watersheds, their condition, flood history and flood damages and shall outline remedial watershed programs and present estimates of their costs and benefits.

This memorandum supersedes Memorandum No. 890, dated February 27, 1941.

N. E. Dodd
Acting Secretary

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This memorandum supersedes Memorandum No. 890, dated February 27, 1941.

Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 1, 1946

FILED

JUL 2 1946

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U. S. D. A.

MEMORANDUM NO. 1167Open Market Purchase Limitation

The open market purchase limitation of \$100 has been continued for the fiscal year 1947 under the following authority:

"Section 3709, Revised Statutes (41 U.S.C. 5), shall not apply to any purchase by or service rendered to any executive department or independent establishment during the fiscal year 1947 when the aggregate amount involved does not exceed \$100, but this section shall not be construed as affecting any provision of law authorizing purchases or services without regard to said section 3709 in amounts greater than \$100."

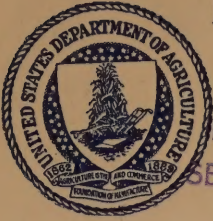
[Section 205, Independent Offices Appropriation Act for 1947, Public Law 334 - 79th Congress, Approved March 28, 1946]

The substitution of \$100 for \$50 where the latter figure appears in Department Regulations 3311, 3322, 3331 and 3332 is therefore continued through the fiscal year 1947.

N. E. Dodd

Under Secretary

PROCUREMENT



FILED

DEPARTMENT OF AGRICULTURE

WASHINGTON

JUL 10 1946

July 3, 1946

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SECRETARY'S RECORDS

U. S. D. A. I

SECRETARY'S MEMORANDUM NO. 1168

Certification of Payments to States

The Director of Finance is hereby authorized to certify to the Secretary of the Treasury, in accordance with the requirements of the Hatch Act and acts supplementary thereto (7 U.S.C. secs. 361-386g, 427a-427g), whether each State is entitled to its share of the annual appropriation for experimental work and the amount which each such State is to receive. Prior to making such certification, the Director of Finance shall ascertain from the Office of Experiment Stations:

1. That, to the extent that a State is required to provide a sum equal to the Federal contribution for experiment station work, such funds have been provided;
2. That plans for the work to be carried on within the particular state have been submitted to and approved by the Office of Experiment Stations;
3. That, for fourth quarter payments, unexpended balances for the preceding fiscal year which have not been refunded, have been deducted.
4. That, if applicable, each State has replaced any funds misapplied during the preceding year. In the event it is reported to the Director of Finance that any part of the share of any State should be withheld, the approval of the Secretary shall be obtained before the certification is made.

The Chief, Office of Experiment Stations, shall be responsible for the proper allocation of funds under the Hatch Act and acts supplementary thereto (7 U.S.C. Secs. 361-386g, 427a-427g), and for the preparation and accuracy of Summary Statements of Expenditures based upon reports submitted by the State experiment stations.

The Director of Finance is hereby authorized to certify to the Secretary of the Treasury, in accordance with the requirements of the Smith-Lever Act and acts supplementary thereto (7 U.S.C. Secs. 341-348), whether each State is entitled to its share of the annual appropriation for cooperative agricultural extension work and the

AUTHORIZATIONS

amount which each such State is to receive. Prior to making such certification, the Director of Finance shall ascertain from the Federal Extension Service:

1. That, to the extent that a State is required to provide a sum equal to the Federal contribution for the maintenance of the cooperative extension work, such funds have been provided;
2. That plans for the work to be carried on within the particular State have been submitted to and approved by the Federal Extension Service;
3. That, for fourth quarter payments, unexpended balances for the preceding fiscal year which have not been refunded, have been deducted;
4. That, if applicable, each State has replaced any funds misapplied during the preceding year. In the event it is reported to the Director of Finance that any part of the share of any State should be withheld, the approval of the Secretary shall be obtained before the certification is made.

The Director of Extension Service shall be responsible for the proper allocation of funds under (a) the Smith-Lever Act and acts supplementary thereto (7 U.S.C., Secs. 341-348), (b) Section 2(b) of the Farm Labor Supply Appropriation Act, 1944, and subsequent acts of Congress for providing for farm labor supply and section 3 thereof as to functions assigned Extension Service by War Food Administrator's Memorandum No. 27, Revision 1, Amendment 2, dated January 11, 1945, and (c) the Emergency War Food Production and Conservation program contained in the Department of Agriculture Appropriation Act, 1946, or subsequent appropriation acts.

The Director of Extension Service shall also be responsible for the preparation and accuracy of Summary Statements of Expenditures based upon reports submitted in connection with any of these funds.

The Director of Finance is hereby authorized to execute certificates for payments to States pursuant to sections 2(b) and 3 of the Farm Labor Supply Appropriation Act, 1944, and any similar certificates required by subsequent acts of Congress for providing for farm labor supply. Before executing these certificates, the Director of Finance shall ascertain from the agencies recommending payment that agreements have been entered into between the States and the Department of Agriculture, and that the allotments proposed to be made are in accordance with plans of the States approved in the Department of Agriculture.

amount which each such State is to receive. Prior to making such certification, the Director of Finance shall ascertain from the Federal Extension Service:

1. That, to the extent that a State is required to provide a sum equal to the Federal contribution for the maintenance of the cooperative extension work, such funds have been provided;
2. That plans for the work to be carried on within the particular State have been submitted to and approved by the Federal Extension Service;
3. That, for fourth quarter payments, unexpended balances for the preceding fiscal year which have not been refunded, have been deducted;
4. That, if applicable, each State has replaced any funds misapplied during the preceding year. In the event it is reported to the Director of Finance that any part of the share of any State should be withheld, the approval of the Secretary shall be obtained before the certification is made.

The Director of Extension Service shall be responsible for the proper allocation of funds under (a) the Smith-Lever Act and acts supplementary thereto (7 U.S.C., Secs. 341-348), (b) Section 2(d) of the Farm Labor Supply Appropriation Act, 1944 and subsequent acts of Congress for providing for farm labor supply and section 2 thereof as to functions assigned Extension Service by War Food Administrator's Memorandum No. 27, Revision 1, Amendment 2, dated January 11, 1945, and (c) the Emergency War Food Production and Conservation program contained in the Department of Agriculture Appropriation Act, 1946, or subsequent appropriation acts.

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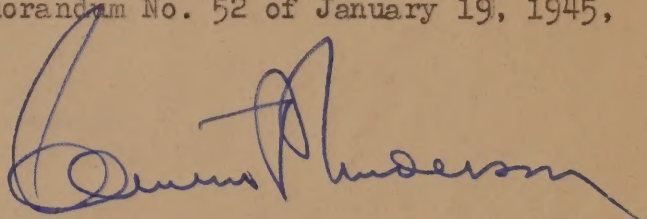
The Director of Finance is hereby authorized to execute certificates for payments to States pursuant to sections 2(d) and 3 of the Farm Labor Supply Appropriation Act, 1944, and any similar certificates required by subsequent acts of Congress for providing for farm labor supply. Before executing these certificates, the Director of Finance shall ascertain from the agencies recommending payment that agreements have been entered into between the States and the Department of Agriculture; and that the allotments proposed to be made are in accordance with plans of the States approved in the Department of Agriculture.

The Director of Finance is hereby authorized to approve vouchers providing for payments to States under the Emergency War Food Production and Conservation program, pursuant to the appropriation for the War Food Administration in the Department of Agriculture Appropriation Act, 1946, or subsequent appropriation acts for the same general purposes under which such programs may be authorized by the Secretary. Before the Director of Finance shall approve any such vouchers he shall ascertain from the Federal Extension Service that agreements have been entered into between the States and the Department of Agriculture, and that the allotments proposed to be made are in accordance with plans of the States approved in the Department of Agriculture.

The delegation of authority to certify to the Secretary of the Treasury the amount which each State is to receive and whether each State is entitled to its share of the annual appropriation, shall not be construed to alleviate in any manner the responsibility of the certifying officer for determining the accuracy of the charges against the appropriations.

In the absence of the Director of Finance, the authority herein delegated may be exercised by the Acting Director of Finance.

The War Food Administrator's Memorandum No. 52 of January 19, 1945, is hereby revoked.

A handwritten signature in blue ink, appearing to read "C. Anderson", is written over the title "Secretary".

Secretary



FILED

DEPARTMENT OF AGRICULTURE
WASHINGTON

JAN 15 1948
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U. S. D. A. 1

Ref. 3576
January 12, 1948

MEMORANDUM NO. 1168, SUPPLEMENT NO. 1

Certification of Payments to States

The Director of Finance is hereby authorized to certify to the Secretary of the Treasury, pursuant to the requirements of section 7 of the National School Lunch Act (approved June 4, 1946, 60 Stat. 230), the amounts which are to be paid to each State from the funds appropriated for any fiscal year to carry out school lunch programs under the Act and the time or times such amounts are to be paid. Such amounts shall be payable to the State educational agency determined as provided in section 11(d) of the Act. The Administrator of the Production and Marketing Administration shall submit a signed statement to the Director of Finance setting forth the amounts to be certified and stating that the proposed payments are in accordance with pertinent provisions of law and that:

1. An agreement consistent with the provisions of the Act has been entered into by the Department of Agriculture and the State educational agency.
2. The State educational agency has complied with the terms and conditions of the agreement.
3. The proposed payments are in accordance with the terms and conditions of the agreement and with the apportionment of funds among the States by the Secretary of Agriculture pursuant to the Act.

In fulfilling the responsibility to formulate and administer the school lunch program, which was conferred upon the Administrator of the Production and Marketing Administration by the delegation of authority dated August 14, 1946 (11 F. R. 8857), the Administrator or his designee shall furnish to the Director of Finance the information which the latter is herein required to ascertain, instead of submitting to the Secretary of Agriculture for approval the certifications described in item (4) of the delegation of August 14, 1946.

In the event that the Administrator reports to the Director of Finance that any portion of a payment should be withheld because of any diminution, loss, misapplication or other diversion from the school lunch program of any

AUTHORIZATIONS

DEPARTMENT OF AGRICULTURE

WASHINGTON

January 2, 1914



Mr. [Name] [Address]

[Subject]

The Director of the Bureau of Plant Industry has the honor to acknowledge the receipt of your letter of the 1st inst. in relation to the matter of the [Subject] and to inform you that the same has been forwarded to the [Authority] for their consideration. The [Authority] has advised that the [Subject] is not within the scope of the [Authority's] jurisdiction and that the same should be referred to the [Authority].

1. An [Authority] has been appointed to [Subject] and the same will be [Subject] by the [Authority] of [Subject].

2. The [Authority] will be [Subject] by the [Authority] of [Subject].

The [Authority] will be [Subject] by the [Authority] of [Subject].

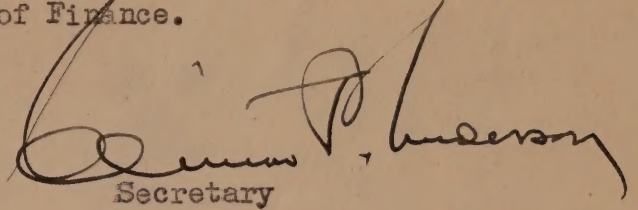
In [Subject] the [Authority] has been [Subject] to [Subject] and the same will be [Subject] by the [Authority] of [Subject].

In the event that the [Authority] should be [Subject] by the [Authority] of [Subject], the same will be [Subject] by the [Authority] of [Subject].

funds previously paid to the State pursuant to the Act, the docket setting forth the proposed payments shall be submitted to the Secretary of Agriculture for certification.

This delegation of authority to the Director of Finance shall not be construed to alleviate in any manner the responsibility of the certifying officer for determining the accuracy of charges against appropriations.

In the absence of the Director of Finance, the authority herein delegated may be exercised by the Acting Director of Finance.


Secretary

shall previously paid to the State pursuant to the Act, the amount
setting forth the proposed payment shall be submitted to the Sec-
retary of Agriculture for certification.

This delegation of authority to the Director of Finance shall not be
construed to alleviate in any manner the responsibility of the certifi-
cating officer for determining the accuracy of charges against propert-
ties.

In the absence of the Director of Finance, the authority herein delegated
may be exercised by the Acting Director of Finance.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

July 12, 1946

FILED

MEMORANDUM NO. 1169

JUL 13 1946

Policy
Interim Price Controls

PLEASE RETURN TO
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U.S.D.A. 1

Until determination is made on pending price control legislation, purchases of administrative and maintenance supplies and equipment on which price controls existed June 30, 1946, shall not be made at a price in excess of the maximum price ceilings established as of that date, except when such purchases are administratively determined to be absolutely necessary to carry on program activities.

During this interim, sales of the Department's property will be made only where (1) the property to be disposed of was not covered by a maximum price ceiling or a price established for the sale of property of the Department at the request of the Director of Economic Stabilization in effect on June 30, 1946; (2) no bid is in excess of the maximum price ceiling in effect on June 30, 1946; (3) deterioration is imminent, in which case the sales price shall not exceed the maximum price ceiling in effect on June 30, 1946; or (4) delay in the sale will adversely affect a national emergency program such as the veterans' emergency housing program, in which case sales shall be made at a price not in excess of the maximum price ceiling in effect on June 30, 1946, and within the limitations established at the request of the Director of Economic Stabilization and in effect on June 30, 1946.

J. E. Dodd

Acting Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

July 15, 1946

FILED

MEMORANDUM NO. 1159

Internal Price Controls

Until determination is made on pending price control legislation, purchases of administrative and maintenance supplies and equipment on which price controls existed June 30, 1946, shall not be made at a price in excess of the maximum price ceilings established as of that date, except when such purchases are administratively determined to be absolutely necessary to carry on program activities.

During this interim, sales of the Department's property will be made only where (1) the property to be disposed of is not covered by a maximum price ceiling or a price established for the sale of property of the Department at the present of the Director of Economic Stabilization in effect on June 30, 1946; (2) no bid is in excess of the maximum price ceiling in effect on June 30, 1946; (3) determination is imminent, in which case the sales price shall not exceed the maximum price ceiling in effect on June 30, 1946; or (4) delay in the sale will adversely affect a national emergency program such as the veterans' emergency housing program, in which case sales shall be made at a price not in excess of the maximum price ceiling in effect on June 30, 1946, and within 60 days of those established at the request of the Director of Economic Stabilization and in effect on June 30, 1946.

Active Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

AUG 1 1946

July 31, 1946

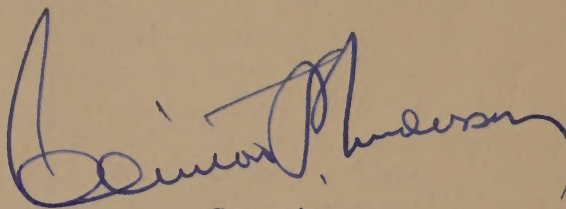
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

MEMORANDUM NO. 1169, SUPPLEMENT 1

Interim Price Policy

The Price Control Extension Act of 1946, approved July 25, 1946, makes unnecessary the continuation of the interim price policy laid down in Memorandum 1169, and such memorandum is hereby revoked.

The sale of items on which price controls may not be restored until August 21, 1946, shall be made until that date only when deterioration is imminent, in which case sales shall be made at a price not in excess of the maximum price ceiling in effect on June 30, 1946.



Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

FILED

JULY 2 1946

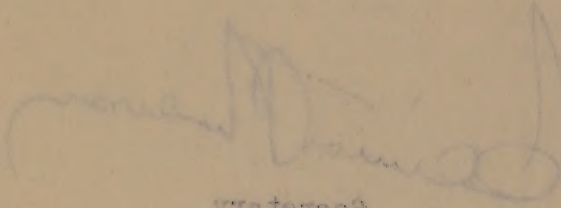
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SECRETARY'S RECORD
PLEASE RETURN TO
JULY 1946

MEMORANDUM NO. 1169, SUPPLEMENT 1

Interim Price Policy

The Price Control Extension Act of 1945, approved July 25, 1945, makes unnecessary the continuation of the interim price policy laid down in Memorandum 1169, and such memoranda as hereby revoked.

The sale of items on which price controls may not be restored until August 31, 1946, shall be made until that date only when deterioration is imminent, in which case sales shall be made at a price not in excess of the maximum price ceiling in effect on June 30, 1946.


Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

AUG 13 1946

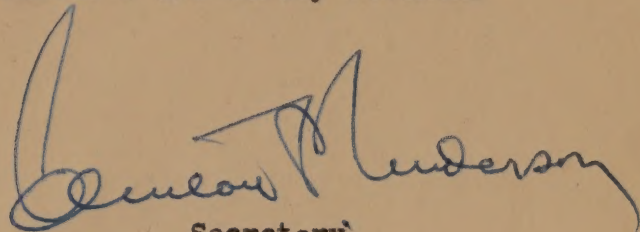
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

August 9, 1946

MEMORANDUM NO. 1169, SUPPLEMENT 2

Interim Price Policy

Memorandum 1169 and Supplement 1 are hereby revoked.

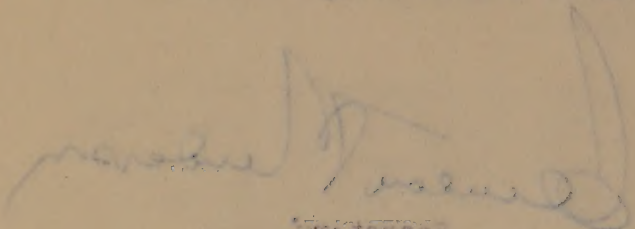

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 1169, SUPPLEMENT 2

Internal Trade Policy

Memorandum 1169 and Supplement 1 are hereby revoked.


Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 1, 1946

MEMORANDUM NO. 1170

Appointment of Field Representative, Office of the Secretary,
in the Pacific Northwest

FILED

AUG 2 1946

PLEASE RETURN TO
SECRETARY'S RECORD

U. S. D. A.

The Department has recognized for some time that it must give more attention to the wide range of complex problems involved in the development and utilization of the agricultural resources of the Pacific Northwest than was possible during the war. The development of the land and water resources of the Columbia River on a large multiple-purpose scale has been authorized by the Congress and is now under way. Rural people of the region look to the Department of Agriculture and its cooperating State agencies for strong leadership and assistance, and expect it to carry out its authorized responsibilities for rural welfare. Regional coordination of the activities of all agencies concerned with the problems involved is essential. The recent establishment of the Columbia Basin Inter-Agency Committee requires full participation of the Department.

To facilitate the Department discharging more effectively its authorized responsibilities in multiple-purpose programs in the Pacific Northwest, a representative of the Office of the Secretary has been appointed for the region. This arrangement is designed to serve the agencies in the Department as well as the Secretary's Office. He will serve as the member for the Department on the Columbia Basin Inter-Agency Committee and on the Bonneville Advisory Board, replacing Mr. Horace J. Andrews who has been serving temporarily in that capacity. He will also serve in the field as liaison and coordinating officer for the Department; with its own agencies in the region, with State and local public agencies, and with other organizations and groups interested in resources development.

In order that the Department's representative may carry out his duties and responsibilities most effectively, each of the agencies of the Department with programs affecting resources development and use in the region will, I am sure, extend to him its full cooperation and assistance. Without setting limits on the extent of his cooperative relations with the agencies in the field, he and the affected agencies will consult and advise with each other freely, and exchange essential information on matters of policy and programs. It is also desired that the agencies utilize his services in situations involving working relationships with others, and serve as advisors and counselors to him either individually or by committee as he may request.

Mr. George T. Hudson has been assigned to the position as representative of the Office of the Secretary. His headquarters will be at

PERSONNEL / 10

August 11, 1944

MEMORANDUM NO. 1170

Appointment of Field Representative, Office of the Secretary, in the Pacific Northwest

The Department has recognized for some time that it must give more attention to the wide range of complex problems involved in the development and utilization of the agricultural resources of the Pacific Northwest than was possible during the war. The development of the land and water resources of the Columbia River on a large multiple-purpose scale has been authorized by the Congress and is now under way. Rural people of the region look to the Department of Agriculture and its cooperating State agencies for strong leadership and assistance, and expect it to carry out its authorized responsibilities for rural welfare. Regional coordination of the activities of all agencies concerned with the problems involved is essential. The recent establishment of the Columbia Basin Inter-Agency Committee requires full participation of the Department.

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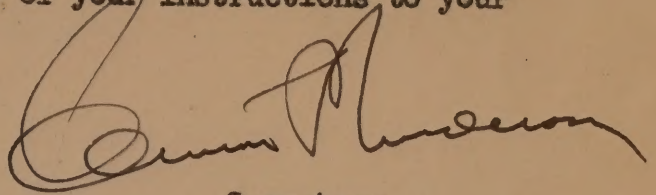
In order that the Department's representative may carry out his duties and responsibilities most effectively, each of the agencies of the Department with programs affecting resources development and use in the region will, I am sure, extend to him its full cooperation and assistance. Without setting limits on the extent of his cooperative relations with the agencies in the field, he and the affected agencies will consult and advise with each other freely, and exchange essential information on matters of policy and programs. It is also desired that the agencies utilize his services in situations involving working relationships with others, and serve as advisors and counselors to him either individually or by committee as he may request.

Mr. George T. Hudson has been assigned to the position as representative of the Office of the Secretary. His headquarters will be at

- 2 -

Wenatchee, Washington until such time as space is available in Portland, Oregon.

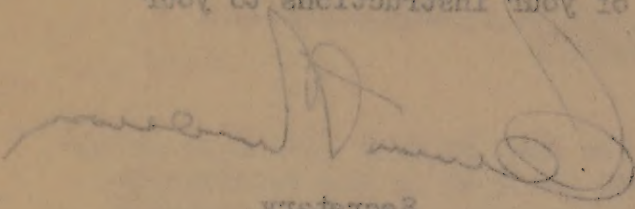
Please supply your personnel in the region with copies of this memorandum and furnish this office with a copy of your instructions to your regional people.



Secretary

Memoranda, Washington until such time as space is available in Portland,
Oregon.

Please supply your personnel in the region with copies of this memorandum and furnish this office with a copy of your instructions to your regional people.



Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



August 19, 1946

MEMORANDUM NO. 1171

Farmers' Home Administration

There has been established within this Department by my order of August 14, 1946 (copy attached), an agency to be known as the Farmers' Home Administration.

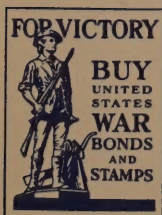
The President has appointed Dillard B. Lasseter as Administrator of the Farmers' Home Administration pursuant to the provisions of the Farmers' Home Administration Act of 1946.

A committee composed of Mr. W. A. Minor, Chairman; the Director of Personnel and the Director of Finance shall interpret the provisions of the attached order as they relate to the organization, personnel, funds, and other assets affected by the Farmers' Home Administration Act, and shall resolve any questions which arise in connection therewith. The Committee members named above are empowered to appoint a representative of their respective offices to act in their place.

The provisions of this memorandum are effective immediately.

Secretary

FILED
AUG 21 1946
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ORGANIZATION 1 (F.H.A.)



FILED

DEPARTMENT OF AGRICULTURE

WASHINGTON

OCT 25 1946

PLEASE RETURN TO
SECRETARY'S RECORDS

U. S. D. A. 1

October 14, 1946

MEMORANDUM NO. 1171, SUPPLEMENT 1

Order Consummating the Transfers Necessitated by the Farmers
Home Administration Act of 1946, and Providing
Certain Interim Authorities

Pursuant to the authority contained in the Farmers Home Administration Act of 1946 (Public Law No. 731, 79th Congress, approved August 14, 1946), hereinafter called "the Act," and in 5 U.S.C. 22, it is hereby ordered:

1. Effective November 1, 1946, all assets, funds, contracts, property, and records and all liabilities of the agencies abolished by the Act, and all assets, funds, contracts, property, and records which the Secretary of Agriculture and the Governor of the Farm Credit Administration have been using or have acquired primarily in the administration of any function, power, or duty so abolished and all liabilities chargeable thereto, shall be transferred to the Farmers Home Administration. The funds to be transferred hereunder shall not include the sum of \$102,015 (out of the amount of \$4,569,300 made available to the Farm Credit Administration for salaries and expenses by the Department of Agriculture Appropriation Act, 1947) which sum of \$102,015 for fiscal year 1947, has been determined not to be applicable primarily to any function, power or duty abolished by the Act.
2. Effective November 1, 1946, there shall be transferred to the Farmers Home Administration, to be exercised by the Administrator thereof, all the authorities, powers, functions, and duties vested in me under the provisions of the Act and by virtue of the transfer agreements with the various State Rural Rehabilitation Corporations; all functions relating to the sale of land pursuant to section 43 of the Act of July 22, 1937, 50 Stat. 530; and all authorities, powers, functions, and duties with respect to the Water Facilities program remaining on October 31, 1946, in the Farm Security Administration, or the Administrator thereof. Subject to my approval, the Administrator of the Farmers Home Administration may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein transferred.

ORGANIZATION 1 (F.H.A.)

DEPARTMENT OF AGRICULTURE
WASHINGTON



October 14, 1946

MEMORANDUM NO. 1171, SUPPLEMENT 1

Order Governing the Transfer of Functions Necessitated by the Farmers
Home Administration Act of 1946, and Providing
Certain Information

Pursuant to the authority contained in the Farmers Home Administration Act of 1946 (Public Law No. 731, 73rd Congress, approved August 14, 1946), hereinafter called "the Act," and in 5 U.S.C. 22, it is hereby ordered:

1. Effective November 1, 1946, all assets, funds, contracts, property, and records and all liabilities of the agencies abolished by the Act, and all assets, funds, contracts, property, and records which the Secretary of Agriculture and the Governor of the Farm Credit Administration have been using or have acquired primarily in the administration of any function, power, or duty so abolished and all liabilities chargeable thereto, shall be transferred to the Farmers Home Administration. The funds to be transferred hereunder shall not include the sum of \$102,015 (out of the amount of \$4,569,300 made available to the Farm Credit Administration for salaries and expenses by the Department of Agriculture Appropriation Act, 1947) which sum of \$102,015 for fiscal year 1947, has been determined not to be applicable primarily to any function, power or duty abolished by the Act.

2. Effective November 1, 1946, there shall be transferred to the Farmers Home Administration, to be exercised by the Administrator thereof, all the authorities, powers, functions, and duties vested in or under the provisions of the Act and by virtue of the transfer agreements with the various State Rural Rehabilitation Corporations; all functions relating to the sale of land pursuant to section 43 of the Act of July 22, 1937, 50 Stat. 230; and all authorities, powers, functions, and duties with respect to the Water Facilities program remaining on October 31, 1946, in the Farm Security Administration, or the Administrator thereof. Subject to my approval, the Administrator of the Farmers Home Administration may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein transferred.

3. All field employees of the Emergency Crop and Feed Loan Division of the Farm Credit Administration, such departmental employees of the Farm Credit Administration as may be agreed to by the Governor of the Farm Credit Administration and the Administrator of the Farmers Home Administration and all employees of the Farm Security Administration, except State FSA Advisory Committeemen, shall be transferred to the Farmers Home Administration effective November 1, 1946. Such employees shall be transferred at their then current grade, salary, designation and headquarters pending selection for current FHA positions. Current personnel records shall be transferred to the Administrator of FHA on or before October 15, 1946. Effective November 1, 1946 the Administrator of the Farmers Home Administration is authorized to employ state Committeemen and force account employees, and establish rates of pay for such employees within the limitations of law.

4. Effective immediately, and pending the consummation of the transfers provided for in paragraphs 1 and 2 hereof, the Administrator of the Farmers Home Administration is hereby authorized and directed to perform, in advance of the transfers, such acts as may be necessary to the uninterrupted continuation of operations by the Farmers Home Administration, including, but not limited to, approval and issuance of procedures and forms, notices of personnel actions, authorizations of travel, contracting, leasing, and purchasing. The Administrator is authorized to utilize the services of employees to be transferred under paragraph 3 hereof in the exercise of the authorities conferred on him by this paragraph.

5. In his discretion, the Administrator of the Farmers Home Administration may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities conferred upon him. In his absence, or in the event of his disability, such powers and authorities may be exercised by the Acting Administrator.

6. The transfers ordered herein and the exercise of authorities delegated herein shall be subject to the limitations and requirements of Regulations of the Department of Agriculture, except insofar as they have been modified in their applicability to the Farm Security Administration.

7. This order modifies and supplements the Secretary's Order of August 14, 1946 (11 F.R. 9007, 9183), the provisions whereof, to the extent inconsistent herewith, are hereby revoked. (See Memorandum No. 1171)

Clinton P. Anderson

Secretary

See signed and registered identical with this one

Reg. 3549



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

NOV 12 1947
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U. S. D. A. 1

October 30, 1947

MEMORANDUM NO. 1171, SUPPLEMENT 2

Consummation of Transfers Necessitated by Farmers
Home Administration Act of 1946, and Public
Law 249, 80th Congress

Pursuant to authority contained in the Farmers Home Administration Act of 1946 (60 Stat. 1062), in Public Law No. 249, 80th Congress, approved July 26, 1947 (61 Stat. 493), and in R.S. 161 (5 U.S.C. 22), It is hereby ordered, That:

Effective October 30, 1947, the authorities, powers, functions, and duties vested in the Secretary of Agriculture by Public Law 249, 80th Congress, insofar as said Law extends the provisions of the Bankhead-Jones Farm Tenant Act, as amended, to the Virgin Islands, are hereby transferred to the Farmers Home Administration, to be exercised by the Administrator thereof in accordance with the provisions of the Order of "Consummation of Transfers Necessitated by the Farmers Home Administration Act of 1946, and Provision for Certain Interim Authorities" issued by the Secretary of Agriculture on October 14, 1946 (11 F.R. 12520; 7 CFR, Supp. 1946, 524).

N. E. DODD

Acting Secretary

*OK. to duplicate over
Aug. N.E. Dodd. See
Fed. Register 11/4/47*

WCM

ORGANIZATION 1 (FHA)

DEPARTMENT OF AGRICULTURE

WASHINGTON



October 30, 1947

MEMORANDUM NO. 177, SUPPLEMENT 2

Continuation of Transfers Necessitated by Former
Home Administration Act of 1946, and Public
Law 243, 80th Congress

Pursuant to authority contained in the Former Home Administration
Act of 1946 (60 Stat. 1082), in Public Law No. 243, 80th Congress,
approved July 25, 1947 (61 Stat. 493), and in P.L. 161 (5 U.S.C. 28),
it is hereby ordered, that:

Effective October 30, 1947, the authorities, powers, functions, and
duties vested in the Secretary of Agriculture by Public Law 243,
80th Congress, insofar as said Law extends the provisions of the
Smithsonian-Townsend Farm Tenant Act, as amended, to the Virgin Islands,
are hereby transferred to the Former Home Administration, to be
exercised by the Administrator thereof in accordance with the pro-
visions of the Order of "Continuation of Transfers Necessitated by
the Former Home Administration Act of 1946, and Provision for
Certain Interim Authorities" issued by the Secretary of Agriculture
on October 14, 1946 (11 P.S. 12250; 7 CFR, Supp. 1946, 524).

M. E. HOPE

Acting Secretary

[Handwritten notes and signatures at the bottom of the page, including "C. E. Thompson" and "M. E. Hope"]



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

JUL 27 1948

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SECRETARY'S RECORDS

U. S. D. A. 1

July 9, 1948

MEMORANDUM NO. 1171, SUPPLEMENT 3

Transfer of 1948 Flood Damage Loan Authority to
Farmers Home Administration

Pursuant to authority contained in Public Law 785, 80th Congress, approved June 25, 1948, and in R.S. 161 (5 U.S.C. 22), It is hereby ordered, That:

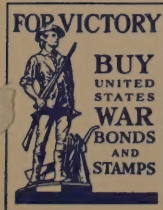
1. Effective July 9, 1948, all authorities, powers, functions, and duties vested in the Secretary of Agriculture by Public Law 785, 80th Congress, with respect to providing assistance to farmers whose property was destroyed or damaged by floods in 1948, are hereby transferred to the Farmers Home Administration, to be exercised by the Administrator thereof.
2. Subject to my approval, the Administrator of the Farmers Home Administration may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein transferred.
3. In his discretion, the Administrator of the Farmers Home Administration may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him. In his absence, or in the event of his disability, such powers and authorities may be exercised by the Acting Administrator.
4. The transfers ordered herein and the exercise of authorities delegated herein shall be subject to the applicable limitations and requirements of Regulations of the Department of Agriculture.

Secretary

This identical document, signed Charles F. Brannan, appeared in the Federal Register for July 21, 1948, p. 4147

97

ORGANIZATION 1 (FHA)



Reg. 3694

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DEPARTMENT OF AGRICULTURE
WASHINGTON

JUN 17 1949



JUN 24 1949
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June 17, 1949

MEMORANDUM NO. 1171, SUPPLEMENT 3, Revision 1
(REVISED)

Transfer of 1948 and 1949 Flood, Storm and Natural
Calamity Loan Authority to Farmers
Home Administration

Pursuant to the authority contained in Public Law 785, 80th Congress, approved June 25, 1948, in Public Law 71, 81st Congress, approved May 24, 1949, and in R. S. 161 (5 U.S.C. 22), it is hereby ordered, That:

1. Effective June 13, 1949, all authorities, powers, functions and duties vested in the Secretary of Agriculture by Public Law 785, 80th Congress and Public Law 71, 81st Congress, with respect to providing assistance to farmers whose property is destroyed or damaged as a result of floods, storms, or other natural calamity during the calendar years 1948 and 1949, are hereby transferred to the Farmers Home Administration to be exercised by the Administrator thereof.
2. Subject to my approval, the Administrator of the Farmers Home Administration may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein transferred.
3. In his discretion, the Administrator of the Farmers Home Administration may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him. In his absence, or in the event of his disability, such powers and authorities may be exercised by the Acting Administrator.
4. The transfers ordered herein and the exercise of authorities delegated herein shall be subject to the applicable limitations and requirements of regulations of the Department of Agriculture.

June 17, 1949.

Charles H. Brauman
Secretary

W.R.M.

ORGANIZATION



FILED

DEPARTMENT OF AGRICULTURE

APR 22 1949

WASHINGTON

APR 15 1949

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U. S. D. A. 1

MEMORANDUM NO. 1171, SUPPLEMENT 4

Abolition of the Regional Agricultural Credit Corporation
and Transfer of Disaster Loan Authority to the Farmers
Home Administration

Pursuant to the authority contained in Public Law 38, 81st Congress, approved April 6, 1949, and in R. S. 161 (5 U.S.C. 22), It is hereby ordered, effective April 16, 1949, as follows:

1. All assets (except funds made available to the Secretary under Public Law 38), contracts, property, claims and rights, all records, all personnel, and all liabilities of the Regional Agricultural Credit Corporation of Washington, District of Columbia, shall be transferred to the Farmers Home Administration. The Secretary will, from time to time, allocate funds made available under Public Law 38 to Farmers Home Administration for the performance of the functions transferred hereunder.
2. Subject to the limitations contained herein, all authorities, powers, functions and duties vested in the Secretary of Agriculture by Public Law 38, shall be transferred to the Farmers Home Administration to be exercised by the Administrator thereof, except the power and authority to designate areas or regions where production disasters have caused a need for agricultural credit.
3. The Administrator of the Farmers Home Administration may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein transferred.
4. In his discretion, the Administrator of the Farmers Home Administration may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him. In his absence, or in the event of his disability, such powers and authorities may be exercised by the Acting Administrator.
5. The transfers ordered herein and the exercise of authorities delegated herein shall be subject to the limitations and requirements of regulations of the Department of Agriculture.

April 15, 1949.

Charles F. Brannan
Secretary ORGANIZATION!

UNITED STATES DEPARTMENT OF AGRICULTURE

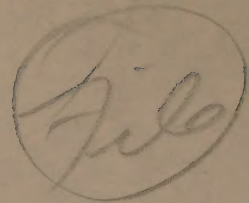
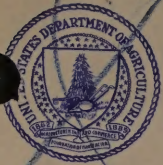
Office of the Secretary

Washington 25, D. C.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



April 12, 1951

MEMORANDUM NO. 1171, SUPPLEMENT 4, REVISION 1

Order amending the Order consummating Transfers necessitated by Public Law 38, 81st Congress, approved April 6, 1949, and providing certain authorities

Pursuant to the authority contained in Public Law 38, 81st Congress, approved April 6, 1949, as amended by Public Law 665, 81st Congress, approved August 5, 1950, and in R.S. 161 (5 U.S.C. 22), it is hereby ordered, That:

1. All assets (except funds made available to the Secretary under Public Law 38), contracts, property, claims and rights, all records, all personnel, and all liabilities of the Regional Agricultural Credit Corporation of Washington, District of Columbia, shall be transferred to the Farmers Home Administration. The Secretary will, from time to time, allocate funds made available under Public Law 38 to the Farmers Home Administration for the performance of the functions transferred hereunder.

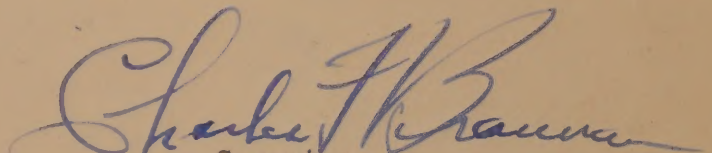
2. Subject to the limitations contained herein, all authorities, powers, functions and duties vested in the Secretary of Agriculture by Public Law 38 and Public Law 665, shall be transferred to the Farmers Home Administration to be exercised by the Administrator thereof, except the power and authority to designate areas or regions where production disasters have caused a need for agricultural credit: Provided, however, That when a subsequent production disaster occurs in any area or region previously designated by the Secretary of Agriculture within the time during which initial applications for such loans in such area are authorized, the Administrator, upon a finding that the need for agricultural credit continues to exist, or has been increased by reason of a subsequent production disaster, may extend credit under said Public Law 38 during the same period to farmers and stockmen who have suffered damage from the subsequent production disaster.

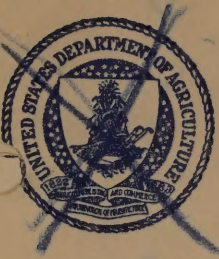
3. The Administrator of the Farmers Home Administration may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein transferred.

4. In his discretion, the Administrator of the Farmers Home Administration may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him. In his absence, or in the event of his disability, such powers and authorities may be exercised by the Acting Administrator.

5. The transfers ordered herein and the exercise of authorities delegated herein shall be subject to the limitations and requirements of regulations of the Department of Agriculture.

6. Supplements 4 and 7 of Secretary's Memorandum 1171, dated April 15, 1949, and September 7, 1950, respectively, are hereby superseded.


Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

July 30, 1953

MEMORANDUM NO. 1171, SUPPLEMENT 4, REVISION 2

Delegations of Authority

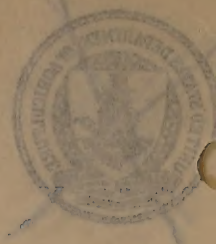
Underlined → With respect to Production and Economic Disaster Loans,
Special Livestock Loans, Fur Loans and Orchard Loans.

Pursuant to the authority contained in the act of April 6, 1949 (63 Stat. 43; 12 U.S.C. 1148a-1), as amended, and R.S. 161 (5 U.S.C. 22), it is hereby ordered as follows:

margin → 1. All assets (except funds made available to the Secretary under the act of April 6, 1949, and under the subheading "Farmers' Home Administration" in the act of October 24, 1951 (65 Stat. 616), and appropriated or made available under the authority of Public Law 115, 83d Congress), contracts, property, claims and rights, all records, all personnel, and all liabilities of the Regional Agricultural Credit Corporation of Washington, District of Columbia, shall be transferred to the Farmers Home Administration. The Secretary will, from time to time, allocate funds made available under the acts cited in this paragraph to the Farmers Home Administration for the performance of the functions transferred hereunder.

2. Subject to the limitations contained herein, all authorities, powers, functions and duties vested in the Secretary of Agriculture under said act of April 6, 1949, as amended by the act of August 5, 1950 (54 Stat. 414), and as amended and supplemented by the act of July 14, 1953, Public Law 115, 83d Congress (all hereinafter referred to as the "Act"), are hereby transferred to the Farmers Home Administration to be exercised by the Administrator thereof, except (a) the power and authority conferred upon the Secretary by section 2 (a) of the Act to designate areas or regions where production disasters have caused a need for agricultural credit, (b) the power and authority conferred upon the Secretary by section 2 (b) of the Act to find that an economic disaster has caused a need for agricultural credit that cannot be met for a temporary period from responsible private or other public sources, and (c) the power and authority to appoint Special Livestock Loan Committees authorized by section 2 (c) of the Act, all of which authorities are hereby expressly reserved to the Secretary of Agriculture; and also except the authority to give final approval to loans under section 2 (c) of the Act and the authority to furnish feed and seeds to farmers, ranchers or stockmen under section 2 (d) of the Act: Provided, however, That when a subsequent production disaster

ORGANIZATION 1 (FHA)



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

July 30, 1933

MEMORANDUM NO. 117, SUPPLEMENT B, REVISION 2

Delegations of Authority

With respect to Production and Economic Disaster Loans,
Special Livestock Loans, Fur Loans and Orchard Loans.

Pursuant to the authority contained in the act of April 6, 1918 (40 Stat. 113; 16 U.S.C. 113a-1), as amended, and R.S. 161 (2 U.S.C. 22), it is hereby ordered as follows:

1. All assets (except funds made available to the Secretary under the act of April 6, 1918, and under the subchapter "Farmers' Home Administration" in the act of October 21, 1921 (42 Stat. 616), and approved or made available under the authority of Public Law 115, 83d Congress), contracts, property, claims and rights, all records, all personnel, and all liabilities of the Regional Agricultural Credit Corporation of Washington, District of Columbia, shall be transferred to the Farmers Home Administration. The Secretary will, from time to time, allocate funds made available under the acts cited in this paragraph to the Farmers Home Administration for the performance of the functions transferred hereunder.

2. Subject to the limitations contained herein, all authorities, powers, functions and duties vested in the Secretary of Agriculture under said act of April 6, 1918, as amended by the act of August 2, 1920 (41 Stat. 111), and as amended and supplemented by the act of July 11, 1923, Public Law 115, 83d Congress (all hereinafter referred to as the "Act"), are hereby transferred to the Farmers Home Administration to be exercised by the Administrator thereof, except (a) the power and authority conferred upon the Secretary by section 2 (a) of the Act to designate areas or regions where production disasters have caused a need for agricultural credit, (b) the power and authority conferred upon the Secretary by section 2 (b) of the Act to find that an economic disaster has caused a need for agricultural credit that cannot be met for a temporary period from responsible private or other public sources, and (c) the power and authority to appoint Special Livestock Loan Committees authorized by section 2 (c) of the Act, all of which authorities are hereby expressly reserved to the Secretary of Agriculture; and also except the authority to give final approval to loans under section 2 (c) of the Act and the authority to furnish feed and seeds to farmers, ranchers or stockmen under section 2 (d) of the Act: Provided, however, That when a subsequent production disaster

occurs in any area or region previously designated by the Secretary of Agriculture pursuant to section 2 (a) of the Act within the time during which initial applications for loans in such area or region are authorized, the Administrator, upon a finding that the need for agricultural credit continues to exist, or has been increased by reason of a subsequent production disaster, may extend credit under said section 2 (a) of the Act during the same period to farmers and stockmen who have suffered damage from the subsequent production disaster.

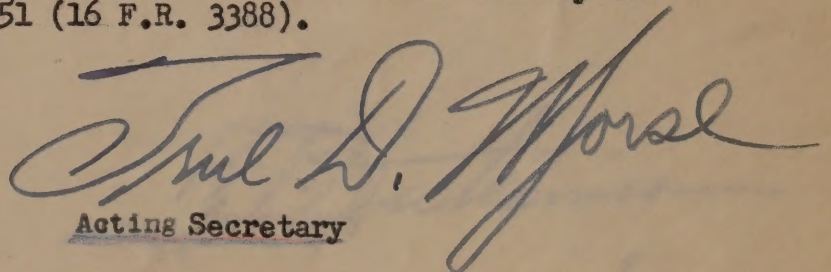
3. There is hereby confirmed to Special Livestock Loan Committees appointed pursuant to section 2 (c) of the Act, with respect to Special Livestock Loans authorized by said subsection, to be exercised in the respective areas for which they shall have been designated to serve, authority to give final approval to loans not in excess of \$50,000, and conditional approval, subject to final approval by the Secretary of Agriculture, to loans in excess of \$50,000.

4. The Administrator of the Farmers Home Administration may issue, subject to approval by the Secretary of Agriculture, rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein assigned, including but not limited to regulations governing administrative jurisdiction over Special Livestock Loan Committees and regulations with respect to the manner in which conditional and final approval of loans under section 2 (c) of the Act shall be exercised by the committees.

5. In his discretion, the Administrator of the Farmers Home Administration may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him. In his absence, or in the event of his disability, such powers and authorities may be exercised by the Acting Administrator.

6. The transfers ordered herein and the exercise of authorities delegated herein shall be subject to the limitations and requirements of regulations of the Department of Agriculture.

7. This order supersedes and revokes the order of the Secretary of Agriculture dated April 12, 1951 (16 F.R. 3388).


Acting Secretary

occurs in any area or region previously designated by the Secretary of Agriculture pursuant to section 2 (a) of the Act within the time during which initial applications for loans in such area or region are authorized, the Administrator, upon a finding that the need for agricultural credit continues to exist, or has been increased by reason of a subsequent production disaster, may extend credit under said section 2 (a) of the Act during the same period to farmers and stockmen who have suffered damage from the subsequent production disaster.

3. There is hereby confirmed to Special Livestock Loan Committees appointed pursuant to section 2 (c) of the Act, with respect to Special Livestock Loans authorized by said subsection, to be exercised in the respective areas for which they shall have been designated to serve, authority to give final approval to loans not in excess of \$50,000, and conditional approval, subject to final approval by the Secretary of Agriculture, to loans in excess of \$50,000.

4. The Administrator of the Farmers Home Administration may issue, subject to approval by the Secretary of Agriculture, rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein assigned, including but not limited to regulations governing administrative jurisdiction over Special Livestock Loan Committees and regulations with respect to the manner in which conditional and final approval of loans under section 2 (c) of the Act shall be exercised by the committees.

5. In his discretion, the Administrator of the Farmers Home Administration may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him. In his absence, or in the event of his disability, such powers and authorities may be exercised by the Acting Administrator.

6. The transfers ordered herein and the exercise of authorities delegated herein shall be subject to the limitations and requirements of regulations of the Department of Agriculture.

7. This order supercedes and revokes the order of the Secretary of Agriculture dated April 12, 1931 (16 F.R. 2386).

Acting Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

APR 12 1950

PLEASE RETURN TO
SECRETARY'S RECORDS

U. S. D. A. 1

April 10, 1950

MEMORANDUM NO. 1171, SUPPLEMENT 5

Delegation of Authority with Respect to Loans to Homestead Entryman
and Reclamation Contract Purchasers to the Farmers Home Administration

Pursuant to the authority contained in Public Law 361, 81st Congress, approved October 19, 1949, and in R. S. 161 (5 U. S. C. 22), it is hereby ordered, That:

1. All authorities, powers, functions and duties vested in the Secretary of Agriculture by Public Law 361, 81st Congress, with respect to making loans to homestead entrymen and reclamation contract purchasers of Government lands, are hereby delegated to the Farmers Home Administration to be exercised by the Administrator thereof.
2. Subject to my approval, the Administrator of the Farmers Home Administration may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein delegated.
3. In his discretion, the Administrator of the Farmers Home Administration may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him. In his absence, or in the event of his disability, such powers and authorities may be exercised by the Acting Administrator.
4. The exercise of authorities delegated herein shall be subject to the applicable limitations and requirements of regulations of the Department of Agriculture.

B. T. Hutchins
Acting Secretary

ORGANIZATION (FHA)

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



April 10, 1909

MEMORANDUM FOR THE SECRETARY

Delegation of Authority with Respect to Loans to Homestead Farmers and Homestead Farmers to the Farmers Home Administration

Pursuant to the authority contained in Public Law 361, 61st Congress, approved October 19, 1908, and in H. R. 361 (S. R. 32), it is hereby ordered, that:

1. All applications, powers, functions and duties vested in the Secretary of Agriculture by Public Law 361, 61st Congress, with respect to making loans to homestead farmers and production contracts pursuant to Government funds, are hereby delegated to the Farmers Home Administration to be exercised by the Administrator thereof.

2. Subject to my approval, the Administrator of the Farmers Home Administration may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein delegated.

3. In his discretion, the Administrator of the Farmers Home Administration may delegate, upon such terms and conditions as he may prescribe, his powers and authorities herein conferred upon him. In his absence, or in the event of his disability, such powers and authorities may be exercised by the Acting Administrator.

4. The exercise of authorities delegated herein shall be subject to the applicable regulations and requirements of the Department of Agriculture.

[Faint signature and text at the bottom of the page]



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

JUN 19 1950

PLEASE RETURN TO
SECRETARY'S RECORDS

U. S. D. A. 1

June 12, 1950

MEMORANDUM NO. 1171, SUPPLEMENT 6

Delegation of Authority to Liquidate Trusts under Transfer Agreements
with State Rural Rehabilitation Corporations

Pursuant to the authority contained in the "Rural Rehabilitation Corporation Trust Liquidation Act" (P. L. 499, 81st Congress, approved May 3, 1950), and in R. S. 161 (5 U.S.C. 22), It is hereby ordered, That:

1. All authorities, powers, functions and duties vested in the Secretary of Agriculture by Public Law 499, 81st Congress, are hereby delegated to the Farmers Home Administration to be exercised by the Administrator thereof.
2. Subject to my approval, the Administrator of the Farmers Home Administration may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein delegated.
3. In his discretion, the Administrator of the Farmers Home Administration may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him. In his absence, or in the event of his disability, such powers and authorities may be exercised by the Acting Administrator.
4. The exercise of authorities delegated herein shall be subject to the applicable limitations and requirements of regulations of the Department of Agriculture.

Charles F. Braun
Secretary

ORGANIZATION 1 (FHA)

JUN 13 1930

PLEASE FORWARD TO
RECORDS SECTION

U.S.O.A.

JUNE 12, 1930

MEMORANDUM FOR THE SECRETARY

Delegation of Authority to Administrator of Farmers Home Administration

Pursuant to the authority contained in the "Farmers Home Administration Trust Legislation Act" (P.L. 46, 61st Congress, approved May 3, 1920), and in H.R. 101 (S.O.C. 22), it is hereby ordered, That:

1. All authorities, powers, functions and duties vested in the Secretary of Agriculture by Public Law 46, 61st Congress, are hereby delegated to the Farmers Home Administration to be exercised by the Administrator thereof.

2. Subject to my approval, the Administrator of the Farmers Home Administration may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein delegated.

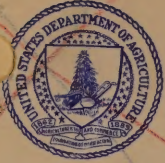
3. In his discretion, the Administrator of the Farmers Home Administration may delegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him. In his absence, or in the event of his disability, such powers and authorities may be exercised by the Acting Administrator.

4. The exercise of authorities delegated herein shall be subject to the applicable limitations and requirements of regulations of the Department of Agriculture.

Respectfully,

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



Regr 4.030

MEMORANDUM NO. 1171, SUPPLEMENT 7

Amendment to Disaster Loan Authority Transferred to the
Farmers Home Administration

Pursuant to the authority contained in Public Law 38, 81st Congress, and in R.S. 161 (5 U.S.C. 22), paragraph 2 of Memorandum No. 1171, Supplement 4, dated April 15, 1949, is amended to include all authorities, powers, functions, and duties vested in the Secretary of Agriculture by the 1950 Amendment to Public Law 38 (Public Law 665, 81st Congress).

September 7, 1950

Charles H. Brannan
Secretary



MEMORANDUM FOR THE SECRETARY

Memorandum for the Secretary
Re: [illegible]

Pursuant to the authority conferred in Public Law No. 317, 75th Congress, and in S. Res. 22, 75th Congress, 2d Session, of March 1, 1937, Supplement 1, dated April 13, 1937, it is requested to include all authorities, powers, functions, and duties vested in the Secretary of Agriculture by the 1930 Amendment to Public Law 30 (Public Law 60, 51st Congress).

September 7, 1939

[Signature]
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 16, 1950. →

MEMORANDUM NO. 1171, SUPPLEMENT 8

Delegation of Authorities to the Farmers Home Administration
with Respect to Disposition of Reserved Minerals

Pursuant to the authority contained in Public Law 760, 81st Congress, approved September 6, 1950, it is hereby ordered, That:

1. All authorities, powers, functions, and duties vested in the Secretary of Agriculture by Public Law 760, 81st Congress, with respect to the disposition of mineral interests now under the jurisdiction of the Farmers Home Administration, except the power and authority to determine areas in which there is no active mineral development or leasing, are hereby delegated to the Farmers Home Administration, to be exercised by the Administrator thereof.
2. Subject to my approval, the Administrator of the Farmers Home Administration may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein delegated.
3. In his discretion, the Administrator of the Farmers Home Administration may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him. In his absence, or in the event of his disability, such powers and authorities may be exercised by the Acting Administrator.
4. The exercise of authorities delegated herein shall be subject to the applicable limitations and requirements of regulations of the Department of Agriculture.

Charles F. Brannan
Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

September 9, 1946

MEMORANDUM NO. 1173

National Fire Prevention Week

The week beginning October 6, 1946, has been proclaimed by the President as Fire Prevention Week. In his proclamation he has stressed the necessity of preventing losses of food, buildings, and other essentials sorely needed to nourish and shelter our people, and to aid the distressed in a hungry world.

The President urges everyone throughout the Nation to remove fire hazards from their homes and communities, and he has directed that agencies of the Federal Government give support and leadership to fire prevention. The President's Proclamation is printed on the opposite side of this memorandum.

In fulfilling our responsibility to the public, particularly the 57,000,000 farm and rural people, I urge each agency of the Department to emphasize and support this program of fire prevention. I am especially desirous of cooperating fully with farm organizations, local fire departments, and other rural organizations and agencies to achieve the best possible teamwork in stamping out all possible fire loss.

FIRE

In our daily contact with farm people, I hope that every employee of the Department will stress the importance of eliminating fire hazards from farm buildings and surroundings. I also ask that each of us assume the responsibility for finding and correcting all existing fire hazards in offices and buildings occupied by the Department. Moreover, as examples of good citizenship, it is the duty of employees to find and remove the fire hazards in their homes and encourage others to do so, thus preventing personal losses as well as bringing about a reduction in the national toll.

The Department Safety Council is ready to help any agency or individual in obtaining technical advice and assistance to make Fire Prevention Week effective and maintain active interests throughout the year. I sincerely urge all members of the Department to be alert, active, and cooperative in their effort to reduce fire waste. ~~throughout the year.~~

Charles F. Brannon
Acting Secretary

In our daily contact with farm people, I hope that every employee of the Department will stress the importance of eliminating fire hazards from farm buildings and surroundings. I also ask that each of us assume the responsibility for finding and correcting all existing fire hazards in offices and buildings occupied by the Department. Moreover, as examples of good citizenship, it is the duty of employees to find and remove the fire hazards in their homes and encourage others to do so, thus preventing personal losses as well as bringing about a reduction in the national toll. The Department Safety Council is ready to help any agency or individual in obtaining technical advice and assistance to make Fire Prevention Week effective and maintain active interests throughout the year. I sincerely urge all members of the Department to be alert, active, and cooperative in their effort to reduce fire waste throughout the year.

Charles F. Smith
Acting Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

September 12, 1946

MEMORANDUM NO. 1174

Responsibilities for Payrolling Functions and
the Maintenance of Leave and Retirement Records

In order to promote uniformity of operations throughout the Department, and to more clearly delineate the responsibilities within the bureaus and their relationship with the staff functions in the Office of the Secretary, it is deemed desirable that the preparation and audit of payrolls, including the maintenance of records in connection with retirement, leave, and deductions from employees' compensation, be considered as fiscal functions, and hence the responsibility of bureau fiscal offices. The personnel aspects of retirement, leave and compensation, and counseling with individual employees with respect thereto, will of course continue to be functions of bureau personnel offices. This is in accordance with the recommendation made and endorsed at the Personnel Officers' Meeting held in Milwaukee last December, and also has the general approval of the fiscal officers in the Department.

In accordance with the foregoing, the Office of Budget and Finance will issue and interpret general policies, regulations and instructions relative to payrolling operations, including pay computations; the maintenance of retirement, leave, and payroll records; and, the preparation of applicable forms and reports.

The Office of Personnel will continue to issue and interpret general policies, regulations and instructions relative to personnel aspects of retirement, leave and compensation, and will also counsel with employees on individual problems in connection therewith.

Charles F. Brannan

Acting Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



September 12, 1933

MEMORANDUM FOR THE SECRETARY

Responsibilities for Payroll Functions and
the Maintenance of Leave and Retirement Records

In order to promote uniformity of operations throughout the Department, and to more clearly delineate the responsibilities within the Bureau and their relationship with the staff functions in the Office of the Secretary, it is deemed desirable that the preparation and audit of payroll, including the maintenance of records in connection with retirement, leave, and deductions from employees' compensation, be considered as fiscal functions, and hence the responsibility of Bureau fiscal officers. The personnel aspects of retirement, leave and compensation, and counseling with individual employees with respect thereto, will of course continue to be functions of Bureau personnel offices. This is in accordance with the recommendation made and endorsed at the Personnel Officers' Meeting held in Milwaukee last December, and also has the general approval of the fiscal officers in the Department.

In accordance with the foregoing, the Office of Budget and Finance will issue and interpret general policies, regulations and instructions relative to payroll operations, including pay computations; the maintenance of retirement, leave, and payroll records; and, the preparation of applicable forms and reports.

The Office of Personnel will continue to issue and interpret general policies, regulations and instructions relative to personnel aspects of retirement, leave and compensation, and will also counsel with employees on individual problems in connection therewith.

Charles F. ...
Acting Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FILED

OCT 7 1946

PLEASE RETURN TO
SECRETARY'S RECORDS

October 4, 1946

U. S. D. A. I

MEMORANDUM NO. 1175

Strategic and Critical Materials Stock Piling Act

The Strategic and Critical Materials Stock Piling Act (Public Law 520, 79th Congress, approved July 23, 1946) places certain important duties and responsibilities upon the Department of Agriculture. Section 7b of this Act provides: "The Secretary of Agriculture is hereby authorized and directed to make scientific, technologic, and economic investigations of the feasibility of developing domestic sources of supplies of any agricultural material or for using agricultural commodities for the manufacture of any material determined pursuant to section 2 of this Act to be strategic and critical or substitutes therefor."

The responsibilities given the Department by the Act will require the cooperation of a number of our agencies. In view of the fact that the Act relates primarily to procurement of materials, the Production and Marketing Administration will assume general leadership with respect to activities under the Act. The Production and Marketing Administration, will undertake, or will request the Bureau of Agricultural Economics or other appropriate agency of the Department to undertake, or to assist in, economic investigations under section 7 b of the Act, quoted above. The Production and Marketing Administration will consult with the Agricultural Research Administration and other appropriate agencies of the Department as to scientific and technological investigations to be undertaken under section 7 b of the Act. The Administrator, PMA, will submit recommendations to the Secretary, accompanied by the findings and recommendations of the head of any agency which undertook or assisted in making investigations.

Matters arising in the Department generally in connection with the implementation of this Act should be referred to Mr. Carl Farrington, Assistant Administrator, Production and Marketing Administration, who is designated as the representative of the Secretary of Agriculture in connection with this Act.

N. E. Dodd

Under Secretary





FILED

Oct 7 1946

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SECRETARY'S RECORDS

U. S. D. A.

October 4, 1946

MEMORANDUM NO. 1175

Statistical and Critical Materials Book Filing Act

The Statistic and Critical Materials Book Filing Act (Public Law 50, 75th Congress, approved July 28, 1946) places certain important duties and responsibilities upon the Department of Agriculture. Section 2 of this Act provides: "The Secretary of Agriculture is hereby authorized and directed to cause scientific, technological, and economic investigations of the feasibility of developing domestic sources of supplies of any agricultural material or for using agricultural commodities for the manufacture of any material determined pursuant to section 2 of this Act to be strategic and critical or important thereto."

The responsibilities given the Department by this Act will require the cooperation of a number of our agencies. In view of the fact that the Act relates primarily to procurement of materials, the Production and Marketing Administration will assume general responsibility with respect to activities under the Act. The Production and Marketing Administration, will undertake, or will request the Bureau of Agricultural Economics or other appropriate agency of the Department to undertake, or to assist in, scientific investigations under section 2 of the Act, as requested above. The Production and Marketing Administration will cooperate with the Agricultural Research Administration and other appropriate agencies of the Department as to scientific and technological investigations to be undertaken under section 2 of the Act. The Administration, will submit recommendations to the Secretary, accompanied by the findings and recommendations of the head of any agency which undertook or assisted in making investigations.

Matters arising in the Department generally in connection with the implementation of this Act should be referred to Mr. Carl E. Anderson, Assistant Administrator, Production and Marketing Administration, who is designated as the representative of the Department of Agriculture in connection with this Act.

Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 17, 1946

MEMORANDUM NO. 1176

Appointment of Field Representative, Office of the Secretary,
in the Missouri River Basin

The development of the land and water resources of the Missouri River and its tributaries on a large multiple-purpose scale has been authorized by the Congress and is now under way. This adds new responsibilities to those long exercised by the Department in furthering the development and utilization of the agricultural resources of this region. Rural people of the region look to the Department of Agriculture and its cooperating State agencies for strong leadership and assistance, and expect it to carry out its authorized responsibilities for rural welfare. Regional coordination of the activities of all agencies concerned with the problems involved is essential. The Missouri Basin Inter-Agency Committee requires full participation of the Department.

To facilitate the Department's discharging more effectively its authorized responsibilities in multiple-purpose programs in the Missouri River Basin, a representative of the Office of the Secretary has been appointed for the region. This arrangement is designed to serve the agencies in the Department as well as the Secretary's Office. He will serve as the member for the Department on the Missouri Basin Inter-Agency Committee, replacing Mr. A. E. McClymonds who has been serving in that capacity in addition to his regular duties as Regional Conservator for the Soil Conservation Service in the Northern Great Plains. He will also serve in the field as liaison and coordinating officer for the Department; with its own agencies in the region, with State and local public agencies, and with other organizations and groups interested in resources development.

In order that the Department's representative may carry out his duties and responsibilities most effectively, each of the agencies of the Department with programs affecting resources development and use in the region will, I am sure, extend to him its full cooperation and assistance. Without setting limits on the extent of his cooperative relations with the agencies in the field, he and the affected agencies will consult and advise with each other freely, and exchange essential information on matters of policy and programs. It is also desired that the agencies utilize his services in situations involving working relationships with others, and serve as advisors and counselors to him either individually or by committee as he may request.

October 17, 1944

MEMORANDUM NO. 1175

Appointment of Field Representative, Office of the Secretary,
in the Missouri River Basin

The development of the land and water resources of the Missouri River and its tributaries on a large multiple-purpose scale has been authorized by the Congress and is now under way. This adds new responsibilities to those long exercised by the Department in furthering the development and utilization of the agricultural resources of this region. Rural people of the region look to the Department of Agriculture and its cooperating State agencies for strong leadership and assistance, and expect it to carry out its authorized responsibilities for rural welfare. Regional coordination of the activities of all agencies concerned with the problems involved is essential. The Missouri Basin Inter-Agency Committee requires full participation of the Department.

To facilitate the Department's discharging more effectively its authorized responsibilities in multiple-purpose programs in the Missouri River Basin, a representative of the Office of the Secretary has been appointed for the region. This arrangement is designed to serve the agencies in the Department as well as the Secretary's Office. He will serve as the member for the Department on the Missouri Basin Inter-Agency Committee, replacing Mr. A. E. McElroy who has been serving in that capacity in addition to his regular duties as Regional Coordinator for the Soil Conservation Service in the Northern Great Plains. He will also serve in the field as liaison and coordinating officer for the Department, with its own agencies in the region, with State and local public agencies, and with other organizations and groups interested in resources development.

In order that the Department's representative may carry out his duties and responsibilities most effectively, each of the agencies of the Department with programs affecting resources development and use in the region will, I am sure, extend to him the full cooperation and assistance. Without setting limits on the extent of his cooperative relations with the agencies in the field, he and the affected agencies will consult and advise with each other freely, and exchange essential information on matters of policy and programs. It is also desired that the agencies utilize his services in situations involving working relationships with others, and serve as advisors and counselors to him either individually or by committee as he may request.

2--Memorandum No.

Mr. Gladwin E. Young has been assigned to the position as representative of the Office of the Secretary. His headquarters will be at Lincoln, Nebraska, Room 609, Rudge and Guenzel Building.

Please supply your personnel in the region with copies of this memorandum and furnish this office with a copy of your instructions to your regional people.

Charles F. Brannan

Assistant Secretary

Mr. Gladwin E. Young has been assigned to the position as representative of the Office of the Secretary. His headquarters will be at Lincoln, Nebraska, Room 609, Rudge and Gensel Building.

Please supply your personnel in the region with copies of this memorandum and furnish this office with a copy of your instructions to your regional people.

Assistant Secretary

Charles F. Brannan



DEPARTMENT OF AGRICULTURE
WASHINGTON

October 24, 1946

MEMORANDUM NO. 1177

Transfer of Inspection and Certification of Canned Wet
Animal Food to the Bureau of Animal Industry, ARA

Pursuant to the authority vested in me by Executive Order No. 9577 and 5 U.S.C. 22, it is ordered that the functions, personnel, property, and unexpended balances of funds related to the inspection and certification of canned wet animal foods under the Agricultural Marketing Act of 1946 (Title II of Public Law 733, 79th Congress, 2nd Session) are transferred to the Bureau of Animal Industry of the Agricultural Research Administration.

N. E. Dodd

Acting Secretary

ORGANIZATION 1 (A1)

DEPARTMENT OF AGRICULTURE
WASHINGTON



October 24, 1948

MEMORANDUM NO. 1177

Transfer of Inspection and Certification of Canned Meat
Animal Food to the Bureau of Animal Industry, AIA

Pursuant to the authority vested in me by Executive Order No. 9571 and 5 U.S.C. 22, it is ordered that the functions, personnel, property, and unexpended balances of funds related to the inspection and certification of canned meat animal foods under the Agricultural Marketing Act of 1946 (Title II of Public Law 733, 79th Congress, 2nd Session) are transferred to the Bureau of Animal Industry of the Agricultural Research Administration.

W. E. C. 1948
Acting Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

October 25, 1946

MEMORANDUM NO. 1178

Paper Shortage

The shortage of paper to meet current Government printing and duplicating needs is considered more critical than at any time during the war. Offers of only 14 million pounds were received from paper suppliers on bids for 40 million pounds needed for Government printing and duplicating in the current quarter. The Chairman of the Joint Committee on Printing in a recent letter to the Department outlining the shortage of paper stated:

"I feel it is the duty of the Joint Committee on Printing to advise you fully as to these conditions and to ask that you take proper action in your particular department or agency to bring about a reduction in the demands for paper while this essential commodity is in such short supply."

The Government Printing Office in a letter of October 3 indicated that the following steps would be necessary to conserve its stock of white paper for printing needs:

1. No orders for purchase of white paper of the type used for multilithing would be accepted except for small sizes of paper from stocks declared surplus.
2. No guarantee will be given on delivery of the usual substitute white stock.

There may be periods of days or weeks in the next several months when no multilith jobs can be accepted in the Photographic and Duplicating Services Division of the Office of Plant and Operations because of lack of paper. It will be necessary to use colored papers and poorer quality white paper for multilith purposes.

Paper

General Departmental Circular No. 16 (November 29, 1943) set up certain requirements for paper conservation (especially paragraphs 2, 3, and 6). Each agency and staff head is requested to re-emphasize, or if necessary, reinstitute these measures immediately. Renewed effort should also be made to conserve paper through the 22 ways to save paper suggested in Secretary's Memorandum No. 982 of February 20, 1942.

In addition, action will be necessary along the following lines:

1. The Office of Plant and Operations will be required to make available paper supplies stretch by using colored or off-grade white papers that will be in any way adaptable to jobs as requested by bureaus. Bureaus, of course, will have opportunity to cancel jobs, or switch to other duplicating methods.
2. The Office of Information will examine all printing orders even more critically and return any requests for printing not considered essential in view of the paper shortage.

We have a good record of past performance on paper conservation. The cooperation of every employee is needed now to get the Department's day-to-day job done under difficult circumstances.

N. E. Dodd

Acting Secretary

General Departmental Circular No. 16 (November 29, 1943) and in certain
regulations for paper conservation (especially Nos. 1, 2, and 3).
Each agency and unit head is requested to re-examine, or if necessary,
reinstitute these measures immediately. Renewed effort should also be
made to conserve paper through the 22 ways to save paper suggested in
Secretary's Memorandum No. 302 of February 20, 1942.

In addition, action will be necessary along the following lines:

1. The Office of Plant and Operations will be required to
make available paper supplies stored by using colored
or off-grade white papers that will be in any way
suitable to jobs as requested by Bureau, Division,
or of course, will have opportunity to cancel jobs, or
switch to other duplicating methods.

2. The Office of Information will examine all printing orders
even more critically and return any requests for printing
not considered essential in view of the paper shortage.

We have a good record of past performance on paper conservation. The
cooperation of every employee is needed now to get the Department's
day-to-day job done under difficult circumstances.

600.3.11

Acting Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

November 29, 1948

MEMORANDUM NO. 1179

FILED

Publication of Documents in the Federal Register

DEC 2 1948

PLEASE RETURN TO
SECRETARY'S RECORDS

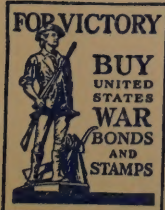
1. The Administrative Procedure Act (Public Law 404, 79th Congress; 60 Stat. 237) contains several requirements with respect to publication of documents in the Federal Register. The purpose of these requirements is to let the public know how Federal agencies are organized, where authority rests to make determinations affecting the public, the procedures by which agencies discharge their public functions, the substantive rules or regulations affecting the public, and proposed changes in the rules. Material to be published should be presented in such a way as to be of greatest usefulness to the public in its dealings with the Department.

2. Except to the extent that there is involved any function of the United States requiring secrecy in the public interest or any matter relating solely to the internal management of the Department, the following types of documents are required to be published in the Federal Register under Section 3 of the Administrative Procedure Act:

a. Descriptions of central and field organization of agencies of the Department, including delegations of final authority and the established places at which, and methods whereby, the public may secure information or make submittals or requests.

b. Statements of the general course and method by which functions are channeled and determined, including the nature and requirements of all formal or informal procedures available to the public, as well as forms and instructions as to the scope and contents of all papers, reports, or examinations. The Attorney General has stated that this provision is primarily concerned with the procedures by which an agency discharges its public functions. The purpose of the provision is to let the public know how its business with agencies of the Department may be conducted.

c. Substantive rules affecting the public and designed to implement, interpret, or prescribe law or policy and statements of general policy or interpretations formulated and adopted for the guidance of the public, but not rules addressed to and served



PUBLICATIONS 7-3

upon named persons in accordance with law. Any substantive rule (other than one granting or recognizing an exemption or relieving a restriction or interpretative rules and statements of policy) required to be published in the Federal Register shall be so published not less than thirty days prior to the effective date of the rule, except upon good cause found and published with the rule.

3. Section 4 of the Administrative Procedure Act requires that there be published in the Federal Register notice of the proposed formulation, amendment, or repeal of rules affecting the public (unless all persons subject thereto are named and either are personally served or otherwise have actual notice thereof in accordance with law). Publication shall be sufficiently in advance so as to constitute reasonable notice to interested persons who may wish to participate in the manner provided in Section 4(b) of the Administrative Procedure Act. The publication of notice of proposed rule-making does not apply to interpretative rules, general statements of policy, rules of agency organization, procedure, or practice, or in any situation where it is found for good cause (and the finding and a brief statement of the reasons therefor are incorporated in the rule issued) that notice and public procedure thereon are impracticable, unnecessary, or contrary to the public interest, unless notice or hearing is required by statute. Publication of notice also is not required to the extent that there is involved any military, naval, or foreign affairs function of the United States, any function under certain temporary war statutes, or any matter relating to agency management or personnel, public property, loans, grants, benefits, or contracts.

4. In addition to the foregoing, the revised Federal Register Regulations (11 F. R. 9833) provide for the publication in the Federal Register of the following types of documents:

- a. Every document prescribing a penalty or a course of conduct, conferring a right, privilege, authority or immunity, or imposing an obligation, and relevant or applicable to the general public, the members of a class, or the persons of a locality, as distinguished from named individuals or organizations.
- b. Such documents or classes of documents as may be required by act of Congress to be published in the Federal Register.
- c. Presidential proclamations and Executive Orders except such as have no general applicability and legal effect or are effective only against Federal agencies or persons in their capacity as officers, agents, or employees thereof.
- d. Executive orders and other documents which the President directs to be published in the Federal Register.

Documents published under this paragraph may in some instances also be covered by paragraphs 2 or 3.

3-Memorandum No.

5. The Administrative Procedure Act requires that published material must be kept current, and that no person shall be required to resort to organization or procedure not published in the Federal Register. Under the Federal Register Act (44 U. S. C. 307) no document required by the Act to be published in the Federal Register shall be valid as against any person who has not had actual knowledge of the document until it has been filed with the Federal Register.
6. Many, if not most, documents required to be published in the Federal Register are subject to codification. This means that they will be included in the Annual and Cumulative Supplements to the Code of Federal Regulations, which is intended to contain all relatively permanent public regulations of Federal agencies. A document subject to codification is defined as any regulatory document which has general applicability and legal effect and which is relied upon by the issuing agency as authority for, or invoked or used in the discharge of, any of its functions or activities. In addition, all documents required to be published in the Federal Register pursuant to paragraph 2 of this Memorandum are subject to codification. Notices, including notices required to be published in the Federal Register under paragraph 3 of this Memorandum are not subject to codification.
7. Documents prepared for the signature of the Secretary for internal administrative use, including Secretary's Memoranda and Departmental Regulations, when involving matters required to be published in the Federal Register, shall be accompanied by a separate document properly prepared for publication in the Federal Register. If occasionally this is not feasible and if publication prior to or concurrently with the time of taking effect is not required, such a document shall be prepared and submitted as soon as possible.
8. The Solicitor shall be responsible for determining whether a document shall be sent to the Federal Register. Each document to be submitted to the Federal Register shall be cleared with the Solicitor, who will prepare a letter of transmittal. In case of doubt as to whether a document should be prepared for publication in the Federal Register or whether it is subject to codification, the Office of the Solicitor should be consulted.
9. Documents for publication in the Federal Register must be prepared in accordance with the requirements contained in the revised Federal Register Regulations, copies of which can be obtained from Secretary's Records Section, Office of Plant and Operations. Sufficient space must be left above the title of the official signing the document so that his name can be stamped in immediately below the signature. It should be noted that special requirements apply to the preparation of documents subject to codification and to Executive Orders and Proclamations.

5. The Administrative Procedure Act requires that published material must be kept current, and that no person shall be required to resort to organization or procedure not published in the Federal Register. Under the Federal Register Act (44 U. S. C. 307) no document required by the Act to be published in the Federal Register shall be valid as against any person who has not had actual knowledge of the document until it has been filed with the Federal Register.

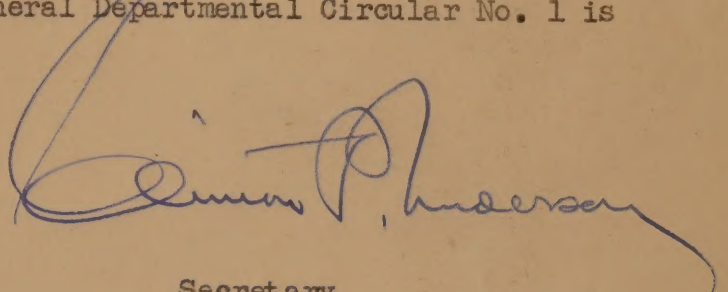
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10. An original and at least six clearly legible carbon copies shall be prepared. One of the carbon copies shall be on salmon-colored paper and shall bear the initials of the originating officer, the Solicitor, and any other official directly concerned. At least two carbon copies will be returned to the originating bureau. The original shall be signed by an official having legal authority to sign, as determined by the Solicitor.
11. The Chief or Acting Chief, Secretary's Records Section, Office of Plant and Operations, and no others, shall sign the letter of transmittal to the Federal Register; shall insert the date on which the document was signed if it was signed in the Immediate Office of the Secretary; shall affix the seal of the Department to the original and the required number of carbon copies; shall certify that these are true copies of the original; and shall send the original and certified copies, by special messenger, to the Federal Register. The effective date, if any is required and not otherwise filled in, shall be determined by the Department agency concerned and inserted by the Secretary's Records Section.
12. Documents to be published in the Federal Register, except documents issued by the President and those submitted under special preprint agreements, are required to be submitted to the Federal Register at least two full working days prior to the day of publication. For example, in order to appear in the Thursday issue, a document must be submitted to the Federal Register on Monday. Filing by the Federal Register for public inspection is at or before noon of the working day immediately preceding the publication of the document. Tabular material comprising more than two legal typewritten pages and original drawings of maps and illustrations, prepared in accordance with the regulations, must be forwarded to the Federal Register at least five working days in advance of the day of publication.
13. General Departmental Circular No. 1 of July 19, 1943 is hereby canceled. Supplement No. 1 to General Departmental Circular No. 1 is continued in effect.

A large, stylized handwritten signature in blue ink, likely belonging to the Secretary, is written over the signature line.

Secretary

10. An original and at least six clearly legible carbon copies shall be prepared. One of the carbon copies shall be on salmon-colored paper and shall bear the initials of the originating officer, the Solicitor, and any other official directly concerned. At least two carbon copies will be returned to the originating bureau. The original shall be signed by an official having legal authority to sign, as determined by the Solicitor.

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13. General Departmental Circular No. 1 of July 19, 1945 is hereby canceled. Supplement No. 1 to General Departmental Circular No. 1 is continued in effect.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

March 20, 1947.

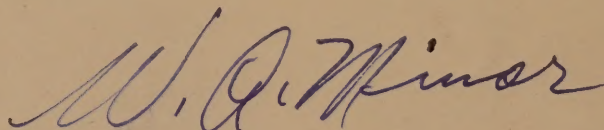
MEMORANDUM NO. 1179, SUPPLEMENT NO. 1

Publication of Documents in the Federal Register

Effective immediately documents for publication in the Federal Register, which are signed in the agencies, must be received by the Secretary's Records Section, Room 124-W Administration Building, in proper form and accompanied by the transmittal letter not later than 4:15 p.m. two days prior to the day desired for publication.

Any agency requiring special handling of documents to the Federal Register Division of the National Archives, outside of the scheduled trip each afternoon, must provide messenger service for this purpose.

Documents for publication in the Federal Register, which are to be signed by the Secretary, must be submitted to the Secretary's Office in sufficient time to permit appropriate consideration and handling.



Assistant to the Secretary

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PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A. 1



DEPARTMENT OF AGRICULTURE
WASHINGTON

December 9, 1946

MEMORANDUM NO. 1180

Office of Hearing Examiners

There is hereby established within the Department of Agriculture an Office of Hearing Examiners under the supervision of a Chief Hearing Examiner. The Chief Hearing Examiner shall report to the Secretary.

The function of the Office of Hearing Examiners shall be to hold hearings and perform related duties required by Sections 7 and 8 of the Administrative Procedure Act (Public Law 404 - 79th Congress), including proceedings arising under the Agricultural Marketing Agreement Act of 1937 (7 U.S.C. 1940 ed. 601 et seq.), rate making and disciplinary proceedings under the Packers and Stockyards Act (7 U.S.C. 1940 ed. 181 et seq.), and disciplinary proceedings under the Commodity Exchange Act (42 Stat. 998, 49 Stat. 1491, 54 Stat. 1059), the Perishable Agricultural Commodities Act (7 U.S.C. 1940 ed. 499a et seq.), the Federal Seed Act (53 Stat. 1275), and the Grain Standards Act (39 Stat. 482, 54 Stat. 765).

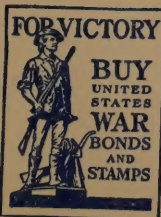
The functions of the Office of the Solicitor relating to matters mentioned above are hereby transferred to the Office of Hearing Examiners.

Mr. Earl J. Smith is designated as Acting Chief Hearing Examiner.

A handwritten signature in blue ink, appearing to read "C. M. Anderson", written over the printed name of the Secretary.

Secretary

ORGANIZATION 1 (Hearing Examiners)





DEPARTMENT OF AGRICULTURE
WASHINGTON

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December 9, 1946

MEMORANDUM NO. 1181

Designation of General Departmental Officer for Alaska

In order that a central place may be established in the Department ^{in Washington} for over-all consideration and general governmental contacts ^{relating} ~~to Alaska~~ and for coordination and effective discharge of Department of Agriculture activities and responsibilities ^{relating to} ~~in the Territory,~~ ^{of Alaska} I hereby designate Mr. C. F. Brannan, Assistant Secretary of Agriculture, to function in this capacity for the Department as a whole. Mr. Brannan is authorized to establish such interbureau or other departmental committee or committees, and to utilize such other means as he may deem necessary from time to time, for the accomplishment of these objectives.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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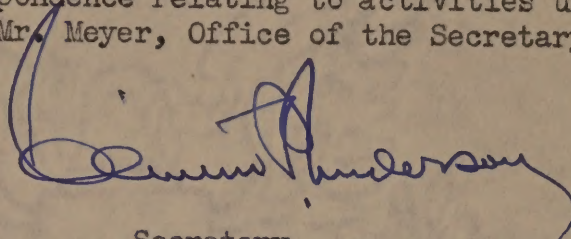
December 27, 1946

MEMORANDUM NO. 1182

Planning and Coordination of Activities Under
the Research and Marketing Act of 1946

Mr. E. A. Meyer has been designated to assist the Secretary in developing overall plans for work to be carried on by the Department under the Research and Marketing Act of 1946, and is designated Administrator of the Act. Mr. Meyer will continue to serve as Assistant Administrator, Production and Marketing Administration.

Agencies of the Department should keep Mr. Meyer fully informed with respect to matters arising under the Marketing and Research Act. Copies of all correspondence relating to activities under the Act are to be sent to Mr. Meyer, Office of the Secretary.



Secretary

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WASHINGTON

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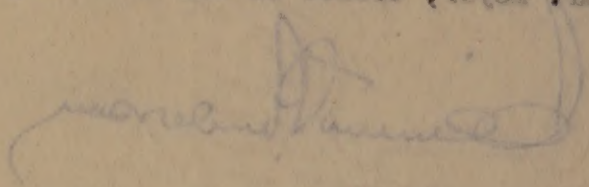
December 27, 1939

MEMORANDUM NO. 1182

Planning and Coordination of Activities Under
the Research and Marketing Act of 1940

Mr. E. A. Meyer has been designated to assist the Secretary in developing overall plans for work to be carried on by the Department under the Research and Marketing Act of 1940, and is designated Administrator of the Act. Mr. Meyer will continue to serve as Assistant Administrator, Production and Marketing Administration.

Agencies of the Department should keep Mr. Meyer fully informed with respect to matters arising under the Marketing and Research Act. Copies of all correspondence relating to activities under the Act are to be sent to Mr. Meyer, Office of the Secretary.



Secretary